

Fairmont State College Library



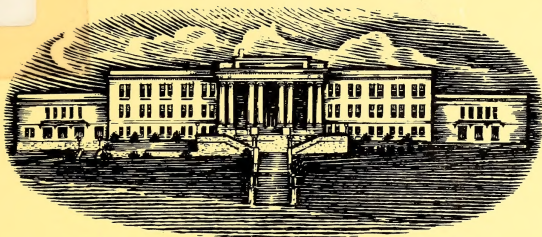
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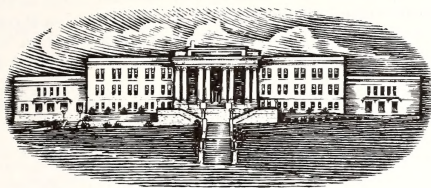
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1988/90



FAIRMONT

STATE COLLEGE

CATALOG 1988-1990



Fairmont State College Catalog

**Volume 106
Number 1
1988-1990**

Catalog Policy

It is the responsibility of students to be familiar with official college policies and to meet all requirements in the Catalog. The Catalog should be studied and retained. It provides the best possible current information on practices and intentions of the College. While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar. Each student should keep informed of current degree, curriculum, and course requirements. The academic advisers and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

Policy on Equal Opportunity

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant to the President, who is the Section 504 and Title IX Coordinator, Room 224 Administration Building; telephone 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisers and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Student Affairs Office in writing.

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1988-90 Academic Calendars

1988

First Summer Term

May 31, Tuesday.....	Registration Day.....	May 30, Tuesday
June 1, Wednesday.....	Classes Begin.....	May 31, Wednesday
June 3, Friday.....	Applications for Summer Graduation Due.....	June 2, Friday
July 1, Friday.....	First Summer Session Ends.....	June 30, Friday

1988

Second Summer Term

July 4, Monday.....	Classes Not in Session	
July 5, Tuesday.....	Registration Day.....	July 3, Monday
	Classes Not in Session.....	July 4, Tuesday
July 6, Wednesday.....	Classes Begin.....	July 5, Wednesday
August 5, Friday.....	Second Summer Session Ends.....	August 4, Friday

1988

Fall Semester

August 21, Sunday.....	Dormitories Open.....	August 20, Sunday
August 22-23, Monday-Tuesday..	Orientation.....	August 21-22, Monday-Tuesday
August 22, Monday.....	Evening Registration.....	August 21, Monday
August 23, Tuesday.....	Registration Day.....	August 22, Tuesday
August 24, Wednesday.....	Classes Begin.....	August 23, Wednesday
September 5, Monday.....	Labor Day, No Classes.....	September 4, Monday
October 21, Friday.....	Mid Semester.....	October 20, Friday
October 21, Friday.....	Applications for December Graduation Due.....	October 20, Friday
November 23, Wednesday.....	Thanksgiving Recess Begins, 5 p.m.....	November 22, Wednesday
November 28, Monday.....	Classes Resume, 8 a.m.....	November 27, Monday
December 12-16, Mon-Friday....	Final Exams.....	December 11-15, Mon-Friday

1989

Spring Semester

January 12, Thursday.....	Dormitories Open.....	January 11, Thursday
January 12, Thursday.....	Evening Registration.....	January 11, Thursday
January 13, Friday.....	Registration Day.....	January 12, Friday
January 16, Monday.....	Classes Begin.....	January 15, Monday
March 10, Friday.....	Mid Semester.....	March 9, Friday
March 10, Friday.....	Applications for May Graduation Due.....	March 9, Friday
March 20-24, Monday-Friday....	Spring Break, No Classes.....	March 12-16, Monday-Friday
March 27, Monday.....	Classes Resume, 8 a.m.....	March 19, Monday
May 8-12, Monday-Friday.....	Final Exams.....	May 7-11, Monday-Friday
May 13, Saturday.....	Commencement.....	May 12, Saturday

1989

First Summer Term

1989

Second Summer Term

1989

Fall Semester

1990

Spring Semester

Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges—largest in numbers of total full-time enrollment and largest in number of annual graduates. Headcount enrollment has increased by 54.4 percent in the last 15 years. One-third of the College's student body is nontraditional - students 25 years of age or older who have never attended college before or who have returned for additional courses after years of career experience.

The renovation and revitalization of Colebank Hall symbolizes the needs of a growing college, as well as the utilization of a historic facility. The modern computer center, which is located on the first floor of Colebank, has placed the College in the forefront of communications technology. Recent construction projects include renovation of the main floor of the Administration Building, some areas in Jaynes Hall, and the dormitories.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 80-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 24,000, is the county seat of Marion County, center of the coal industry of northern West Virginia and operating headquarters of large coal, utility and manufacturing concerns.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the West Virginia Board of Regents, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants one-year certificates and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law, pharmacy and architecture.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations—the North Central Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the West Virginia Board of Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, Accreditation Board for Engineering Technology, National League for Nursing, and American Library Association, West Virginia Library Association and West Virginia Press Association.



Mission Statement

Fairmont State College was established as a state-supported normal school in 1867. Two years earlier, the institution had begun as a private teacher training school. In 1943, Fairmont State was authorized to offer Bachelor of Arts and Bachelor of Science degrees. In 1974, the addition of a Community College component gave further evidence of continuing progress in service to the community, region, and state.

Fairmont State College offers one-year certificates, two-year associate and four-year baccalaureate degrees, as well as a wide range of continuing education classes. Courses of study leading to the baccalaureate degree are offered in the humanities, social and natural sciences, teacher education, business, engineering technology, and fine arts. Preprofessional study is available in several fields, including medicine, dentistry, law, and pharmacy. Through its Community College component, the College also conducts programs of career-technical education and grants the degrees of Associate in Arts, Associate in Science, and Associate in Applied Science.

The importance of general education in fulfilling this mission is clearly recognized, and as such is a significant part of Fairmont State College's academic strength. General education provides for improvement of such skills as written and oral communication and mathematics, essential to the well-educated individual. Further, to help insure student success in all programs, instruction in the basic areas of reading, writing, mathematics, and study skills for academically deficient students is provided by the Learning Skills Center.

Fairmont State College will continue to maintain, strengthen, and enhance its existing basic academic programs, supporting both its degree programs and its general studies component. The arts and sciences disciplines, in providing a foundation for the general studies program, support all degree programs—both academic and vocational-occupational.

The College will continue to offer approved and accredited programs in teacher education—modifying, expanding, or reducing curricula as required to meet the changing needs of society. Present levels of commitment and emphasis in the preparation and continued training of teachers will be continued in elementary, secondary, and special education. In addition, the institution will continue to offer opportunities for postgraduates to become certified teachers in West Virginia.

As increased enrollment growth occurs in programs leading to career opportunities, particularly in business administration and computer science, engineering technology, and allied health, a continual dialogue among business, industry, and local educational agencies will be utilized to articulate college career programs with the vocational-technical centers located in the area. Fairmont State College intends to maintain and make alterations, when appropriate, in existing career programs and to continue efforts to develop other new programs as required to serve the public need.

Increased attention will be devoted to providing courses and programs for adult and nontraditional learners on the main campus in Fairmont, as well as at off-campus locations throughout the College's nine-county service area in north central West Virginia, including such population centers as Clarksburg, Grafton, Elkins, Parsons, Morgantown, and Kingwood.

Cooperation with other private and public institutions of higher education in the area will continue to be emphasized. Special emphasis will be placed on developing cooperative arrangements with West Virginia University to avoid unnecessary duplication of programs in the service region. Fairmont State College will also develop policies and programs which contribute to the professional growth and development of its faculty and staff.

In addition to these emphases, opportunities for course and program offerings will continue to be developed at correctional institutions within the College's service area. Fairmont State College will also expand credit courses and programs for public school

teachers who desire to renew their teaching certificates or receive specialized and updated training. Other efforts will be made to serve practicing clinical level health professionals, especially in the area of management skills; to emphasize the Regents' B.A. Degree; to utilize independent study, courses by television and newspaper, and other nonconventional delivery approaches; and to provide a means for nontraditional learners to acquire aesthetic understanding or personal fulfillment through the late afternoon and evening offerings in the fine arts throughout the region. Fairmont State College will continue to expand its offerings for nontraditional learners in the business and industrial fields, including internship and cooperative arrangements. It will actively participate with the regional and economic development groups within the College service area.

Offering of short courses and various activities on a noncredit basis, including the Continuing Education Unit (CEU), will be expanded for various age groups throughout the geographical region, to include a wide variety of courses of cultural, vocational, recreational, social, and professional interest. Continuing education for career improvement, as well as in the fine arts programs of the College—art exhibits, musical performances, plays, etc.—which will continue and be expanded to serve simultaneously non-credit academic goals and community cultural needs.



Admission

General Admission Procedure

All students desiring admission to Fairmont State College, whether directly from high school or as transfer students from another college or university or from other classification, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

All credentials submitted in support of an application for admission becomes the property of the College and will not be returned to the student. The prospective student is responsible for submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. *Any student admitted without complete credentials will not be permitted to pre-register or register for the next term if the credential file is not completed during the initial enrollment period.*

Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local address of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete, including the address of a student's landlord.

Admission Requirements

The application for admission must specify the degree or program objective—four-year bachelor's degree; two-year associate degree; or one-year certificate program. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont State Community College Component for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standard and procedures for admission to limited enrollment programs are presented later in this section.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the West Virginia Board of Regents who were born after January 1, 1957, except those exempted by the Board policy statement, shall be required to provide proof of immunity to measles and rubella. To facilitate the implementation of this policy, students shall be requested to provide proof of immunity on or before the date of enrollment. Students shall have proof of immunity by the following semester or they will not be permitted to enroll in classes.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.0 or "C" high school grade average or at least a composite score of 14 on the American College Test (ACT) or 680 on the Scholastic Aptitude Test (SAT).

Students in associate degree or certificate programs who have a 2.0 or "C" high school average or at least a composite score of 14 on the American College Test (ACT) or 680 on the Scholastic Aptitude Test (SAT) may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who do not meet the minimum requirements for admission to bachelor degree programs may qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies, with a 2.0 grade point average. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. This application for transfer to the bachelor degree program must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and at that point meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of their junior year in high school or during their senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition they must meet the following criteria:

1. Have completed the junior year of the curriculum of their high school.
2. Have a B-plus, or better, average on high school subjects.
3. Have the recommendation of the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been

had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. GED results must be sent directly to the Director of Admissions from the testing center.

International Students

An international student's application and admissions credentials, academic records, TOEFL scores, health certificate and proof of financial support must be on file three months before the semester begins. The fall deadline is June 1; spring deadline, October 1; and summer deadline, March 1.

In addition to the previously listed admission requirements, an international student must demonstrate proficiency in written and spoken English. Such proficiency can be established by scoring at least 500 on the Test of English as a Foreign Language administered by the Education Testing Service of Princeton, New Jersey. The ACT must be taken on arrival at the campus.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, and ordinarily must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the West Virginia Board of Regents shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Board of Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide undergraduate application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. High school transcript (except transfer students having more than 30 hours and a 2.0 average)

4. College transcripts for transfer students
 5. ACT or SAT scores
 6. GED scores where applicable
 7. A brief resume of educational and work experience if the student has been out of high school for more than a year.
- Special student admission requires only the special student application form.

Admission Policy for Limited Enrollment Programs (Division of Health Careers)

Applications for admission to Nursing are accepted through December for the following school year; applications for admission to the Medical Laboratory Technology, Medical Record Technology, and Veterinary Technology programs are accepted through January for the following school year; applications received after that date will be considered only on a "space available basis." The application, high school transcript or GED scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with the GED must still show adequate academic background and ACT or SAT scores.

Students who have not had a high school chemistry class are required to take a basic introductory class in college chemistry. This is not required for the MRT or V.T. program.

Check with the coordinators of the programs for other specific requirements.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST) and the ACT-College Outcome Procedures Program (COMP) speaking test. While students are permitted to take courses as freshmen, formal admission to teacher education is not normally initiated until the sophomore year. Consequently, freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, e.g., Ed. 200. Students should plan to take complete test battery in their sophomore year or when enrolled in the second education class, Ed. 250. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next course in the sequence, Ed. 303, until such time as they achieve acceptable scores and are eligible for admission to teacher education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Students who have questions or need additional details should contact the Office of Teacher Education.

Continuing Education Units

Various activities of the community interest nature are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

The American College Test

Fairmont State College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshman students who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but *students pursuing a degree in teacher education are required to have a physical examination by their personal physician*. Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the Division of Education.

All Health Careers students must have a physical examination prior to entering any Health Careers program; forms should be submitted to Student Affairs. All Child Care students must have a physical examination prior to entering the program; forms should be submitted to the Home Economics Department.

Pre-registration

All freshmen and transfer students, upon receipt of complete application and admission, may pre-register during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours. No more than 64 senior hours may be accepted from junior or community colleges which are not regionally accredited.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they obtain written permission of their advisor and of the instructors in the classes they want to audit. No student who enrolls in any class as an auditor may in the same semester be considered as enrolled in the class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend class as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the division head or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission for taking the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or WP."

Applicants must pay a fee of \$3.00 for each special examination if regularly enrolled at the time of taking the examination; otherwise, the fee is \$2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of

study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Student Affairs.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English—Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than B and a standard score of 22 or higher on the English part of the ACT or 470 on the English part of the SAT.

Foreign Language—Students who present one or more units of high school French, German or Spanish may enroll in French 102, German 102 or Spanish 102. Students who present two or more units of high school French, German or Spanish may enroll in French 201, German 201 or Spanish 201.

French, German or Spanish minor and French major—Students electing a minor in French, German or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, German 101 and 102 or Spanish 101 and 102, by presenting two or more units of high school French, German or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a higher numbered courses from the sequence 116, 315, 316.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Evening Classes

Evening classes are operated for the benefit of all students. These classes are considered as work done in residence.

Television Courses

When possible, courses by television are offered, frequently for degree or certificate credit. Such courses usually require some main campus attendance as prescribed by the instructor.

Off-Campus Classes

Upon request, and when it is possible to provide suitable staff, Fairmont State College will offer off-campus courses to interested groups in the region of the State it serves. Ordinarily, an enrollment of ten or more persons is necessary before any off-campus courses may be offered. For additional information, see the Community College section of this catalog.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the Fine Arts Division office. College credit is not awarded for these courses.

Reduced Tuition Out-of-State Academic Programs Available To West Virginia Residents

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the West Virginia Board of Regents.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the non-resident fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importnace include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of minors shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or State income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal

service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the State.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents in accord with such procedures as may be prescribed from time to time by the Board.

Payment of Tuition and Fees

The regulations of the West Virginia Board of Regents provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment day for each semester."

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of \$15 will be assessed after registration day; a \$10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Students records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

Enrollment Fees Per Semester

On-Campus

	W.Va. Resident	Non- Resident
12 hours (or more, full-time students)	\$485.00	\$1,275.00
11 hours	456.00	1,175.00
10 hours	426.00	1,080.00
9 hours	397.00	985.00
8 hours	368.00	890.00
7 hours	338.00	795.00
6 hours	202.00	594.00

5 hours	172.00	499.00
4 hours	143.00	404.00
3 hours	114.00	309.00
2 hours	84.00	214.00
1 hour.....	54.00	119.00

All freshmen must pay a \$1.50 Freshman Orientation Fee—August term only. All new students—freshmen or transfers—must pay a \$4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for seven hours or more.

Fee Identification

Tuition (BOR Capitol Fund).....	\$125.00	\$400.00
Faculty Improvement Fee.....	20.00	60.00
Registration Fee (BOR Capitol Fund).....	50.00	250.00
Higher Ed. Resources (Operating Fund).....	160.00	435.00
Athletic Fee.....	45.00	45.00
Student Union Fee.....	26.00	26.00
Student Activity Fee*.....	59.00	59.00
Total.....	\$511.00	\$1,266.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W.Va. Resident	Non- Resident
12 hours (or more, full-time students)	\$355.00	\$1,145.00
11 hours	326.00	1,045.00
10 hours	296.00	950.00
9 hours	267.00	855.00
8 hours	238.00	760.00
7 hours	208.00	665.00
6 hours	178.00	570.00
5 hours	148.00	475.00
4 hours	119.00	380.00
3 hours	90.00	285.00
2 hours	60.00	190.00
1 hour.....	30.00	95.00

Cost of Each Summer Session

	W.Va. Resident	Non- Resident
12 hours or more	\$384.00	\$1,139.00
11 hours	360.00	1,052.00
10 hours	332.00	961.00
9 hours	303.00	870.00
8 hours	275.00	778.00

7 hours	247.00	687.00
6 hours	206.00	583.00
5 hours	177.00	492.00
4 hours	149.00	401.00
3 hours	121.00	309.00
2 hours	93.00	218.00
1 hour	64.00	127.00

Special Fees

Late Registration Fee: (One to five days)	\$15.00
Graduation Fee (Inc. cap and gown)	20.00
Freshman Orientation Fee	1.50
Transcript Fee (First Transcript is furnished free)	3.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Freshman Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. *Classes may not be added or changed at this time.*

Summer registration—Students will be permitted to pre-register and pay in advance or to register and pay fees on registration day. *Classes may be dropped but not added or changed at this time..*

Semester

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

A Summer Term

Registration Day through the first three days of classes	90%
Fourth through sixth day of classes	70%
Seventh through ninth day of classes	50%
Beginning with tenth day of classes	No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, Prichard, Pence Halls	\$546.00 plus tax
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Food Service:

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the

College Dining Hall\$650.00 plus tax

Board (20 meal plan) one-half semester—

Off-campus Residents Only\$325.00 plus tax

Summer School Room and Food Service (1981):

*Food Service for five weeks\$175.00

*Room double occupancy for

five weeks\$140.00 plus tax

*Room single occupancy for

five weeks\$150.00 plus tax

*Food service available contingent upon number of residents.

Breakage Fee:

This fee, less charge for any damage, is returned at the end of occupancy

period\$50.00

Key Deposit:

This is returned when the student vacates the residence

hall room and returns the key to the Residence Director\$2.00

Social Fee:

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, TV Guide, television cable, Christmas party, and various other expenses of the

hall\$5.00

All rates are subject to change without notice.

Payment of Room and Board

Regular term payment of room and board plus tax and fifty dollar breakage fee must be paid on or before registration day. Summer term payment of room and board plus tax and a breakage fee for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay an \$80.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of \$80.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten percent of available living space in any campus residence hall may be assigned to out-of-state students.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to worthy students who need assistance in meeting their college expenses. All funds are administered by the financial aid officer with approval of the Financial Aid Committee. Applications for financial aid should be sent to Student Affairs, Financial Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses were applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Grants Available

Supplemental Educational Opportunity Grant (SEOG)

This program provides monetary grants from the Federal Government for those students who demonstrate the most financial need as determined by completion of the Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis. This grant, if accepted, must be matched with either federal work study (CWS) or a Perkins Loan.

Pell Grant

This program provides monetary grants from the Federal Government for students who qualify as determined by submitting a Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis. Eligible applicants receive three copies of an award letter (SAR) directly from the Pell Grant program and must submit these copies to the Financial Aid Office before monies can be ordered.

Scholarships and Awards

Fairmont Undergraduate Scholarship (FUS)

This scholarship provides for partial tuition and fee waiver and is awarded on the basis of one of the following criteria: (1) financial need, (2) general academic ability, (3) recommendation by an academic division for demonstrated ability in a major field of study, and (4) athletic ability. Full-time enrollment and a cumulative grade point average of 2.00 or better are required for renewal. Applicants must reapply annually.

West Virginia Higher Education Grant (WVHEG)

The West Virginia Board of Regents awards this scholarship. Criteria for awarding include cumulative grade point average (ACT scores for incoming freshmen) completion

of 24 or more hours per academic year, and demonstrated need (submission of a FAF to the Board). In addition to the FAF, applicants must submit a WVHEG Application which is available through the high school counselor, awareness counselor or the College Financial Aid Officer.

Foundation Academic Scholarship (FAS)

Recipients of this scholarship receive funding for the freshmen year only by the Fairmont State College Foundation and are selected on the basis of outstanding academic performance in high school and recommendation of college academic divisions. Interested applicants should contact the head of the division of their major field. Full-time enrollment is required.

Foundation National Merit Scholarship

The Fairmont State College Foundation funds this scholarship for National Merit finalists. The scholarship is awarded for a total of eight semesters if the recipient maintains full-time enrollment with a grade point average of 2.00 or better.

Foundation Undergraduate Fellowship

Monetary awards given by the Foundation are usually awarded to incoming freshmen with exceptional academic records.

Foundation Directors' Scholarship

The Directors' Scholarship, funded by the Board of Directors of the Foundation, assists incoming, full-time students with demonstrated financial need.

Lettermen's Athletic Scholarship (LAS)

Deserving participants in varsity athletics are eligible for this award.

Mary B. Jaynes Scholarship

This scholarship is awarded to a full-time student who has completed at least 90 semester hours of credit and is majoring in some four-year field of study offered by the Division of Commerce. The award is based on academic performance, financial need, extracurricular activities, and personal character.

Louis Schoolnic Scholarship

This is an annual award given by the Commerce Division to a junior student with a 3.0 or better grade point average who is majoring in a program offered by the Division. Further inquiries should be directed to the Division.

John C. Shaw Scholarship

West Virginia residents who demonstrate financial need and whose health, intelligence, character, and habits show promise of commendable careers are eligible for this scholarship.

Stella E. Morgan Scholarship

This scholarship is awarded to deserving students in the field of English. Selection of recipients is made by the division head.

Fine Arts Gala Scholarship

The funds for these awards are generated by the annual Scholarship Benefit staged by the Division of Fine Arts, the proceeds of which are shared by the Departments of Art,

Music and Speech Communication and Theatre. Each of the three departments awards Gala scholarships according to its own guidelines. Additional information can be obtained by calling the Division Office.

Richard P. Wellock Award

The award is a music department scholarship which is presented by the FSC Student Chapter of Music Education National Conference. The possibility exists for additional scholarship awards in the Fine Arts Division. Screening or auditions for these awards are generally held in the spring semester. The division head should be contacted for additional information. Other scholarships are available. Information may be obtained from the Division of Fine Arts.

Student Employment

College Work Study Program (CWSP)

Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the FAF. Students are assigned work on campus not to exceed fifteen (15) hours per week while classes are in session. Forty hours per week may be scheduled during semester breaks. Work assignments are made by the student employment director in the Office of Student Affairs. At least half-time enrollment is required.

Regular Student Employment (RSE)

State funds are used for these positions and are limited. Applicants should contact the director of student employment in the Office of Student Affairs.

Loans Available

Perkins Loan (Formerly National Direct Student Loan)

Subject to the limitation of funds available, students may borrow up to \$2,250 a year for the first two years and \$4,500 a year for the third and fourth years. Funds are provided by the Federal Government (90 percent) and Fairmont State College (10 percent). Repayment with an interest rate of 5 percent begins nine (9) months after graduation or termination of schooling. Eligibility is determined by completion of an FAF. At least half-time enrollment is required.

Guaranteed Student Loan (GSL)

This is an educational loan made by banks or State lending authorities if students are eligible as demonstrated by the Financial Aid Form. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Parent Loan/Supplemental Loan

Parent Loans (PLUS) for dependent students and Supplemental Loans (SLS) for independent students are also available. Information is available in the Financial Aid office.

Fairmont State College Foundation Emergency Loan

This program provides a short-term loan against financial aid administered by the Financial Aid Office for the purpose of paying tuition, fees, and immediate living

expenses, or the purchase of books and supplies. Loans must be repaid within 120 days or the end of the semester, whichever comes first. Interest is \$2 or 2 percent, whichever is greater. Regardless of age, the note must be co-signed by a parent or relative. NOTE: This is not a loan in the usual sense of the word. It is provided only for students whose financial aid for some reason has not reached the campus at the time tuition and other payments are required.

NOTE: Other conditions, regulations and policies of each of the above aids are available through the Financial Aid Office.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions office (new students only).
2. For first consideration for grants, scholarships and aid based on need, students must complete and submit a Fairmont State College Financial Aid Application to the Financial Aid Office by April 15. Applications must be renewed annually.
3. For first consideration of aid based on need, students must complete and submit a Financial Aid Form (FAF) or other applications approved by the Office of Education to the appropriate agency or agencies by March 1. The application must be resubmitted annually.

Satisfactory Academic Progress for Federal Financial Aid

Revised January 1, 1984

- I. Federal aids affected by the policies below include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Perkins Loan, Guaranteed Student Loans, Parent (PLUS) Loans, Supplemental Loans for Students (SLS), and the State Student Incentive Grant Program (West Virginia and other state grants).
- II. When a student is placed on academic probation in December or May, or it is noted that overall hours completed are less than 75% of overall hours attempted, (s)he shall be placed on financial aid probation for the subsequent term and notified that, if by the end of the subsequent term the probationary status or hours completed status is still in effect, federal aids as defined above shall be terminated. Eligibility for such aid shall commence the semester the student ceases to be on academic probation and has completed 75% of overall hours attempted as monies are available.
- III. Students beyond the sophomore year must maintain an overall 2.0 grade point average.
- IV. All degree candidates shall have a maximum time frame to complete their degrees.
 - A. Full-time Students
 1. Bachelor Degree—Full time students enrolled in a Bachelor Degree program will have 6 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

2. Associate Degree—Full-time students enrolled in an Associate Degree program will have 3 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	24

3. One Year Certificate—Full-time students enrolled in one-year certificate programs will have 2 years to complete this degree. They must successfully complete a minimum number of hours each year.

YEAR	NO. OF HOURS
1	18
2	22

- B. Part-time—Students who attend on less than a full-time basis, but on at least a half-time basis, may apply to the Director of Financial Aid for an extension of their eligibility for one semester for each semester that they enroll for less than full-time. Maximum eligibility of 12 years (24 semesters) for the Bachelor Degree, 6 years (12 semesters) for the Associate Degree, and 3 years (6 semesters) for a certificate. Part-time students must successfully complete 75% of the hours they attempt.

- C. Students should be aware that a change from Certificate, Associate, and Bachelor degree Programs to any of the other two programs, can increase or decrease the number of semesters of eligibility for financial aid.

- V. Summer school—Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters as monies are available. Hours attempted in the summer terms will be counted toward required progress as defined in III. A. 1, 2, and 3 or III. B.

- VI. Federal Financial Aid recipients must be enrolled in degree granting programs. Exception: Students who only receive a Guaranteed Student Loan or a PLUS loan do not have to enroll in a degree granting or certificate program, but they will be subject to the same maximum time frames as the *associate degree student*. The purpose is to discourage substantial indebtedness for those students without an educational objective or goal.

- VII. **FIRST TIME AID APPLICANTS, PLEASE NOTE:** Students who have been enrolled at Fairmont for 1 or more semesters before applying for and/or receiving federal financial aid must meet all satisfactory progress requirements before aid will be disbursed. The chart below will help such students to determine whether or not they are meeting the requirement.

- A. *Bachelor Degree—Full-time*

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40
5	51
6	62
7	73
8	84

	9	95
	10	106
	11	117
<i>B. Associate Degree—Full-time</i>		
	1	9
	2	18
	3	29
	4	40
	5	51
<i>C. One-Year Certificate—Full-time</i>		
	No. of Semesters	Cumulative
	<u>Enrolled</u>	<u>No. of Hours</u>
	1	9
	2	18
	3	29
	4	40

- D. Part-time: Returning part-time students who have never had aid will need to have successfully completed 75% of the total hours they have attempted before they are eligible to receive aid. One-Year Certificate students who have already been enrolled for 4 semesters, Associate Degree students who have already been enrolled for 6 semesters, and Bachelor Degree students who have already been enrolled 12 semesters will need to apply for an extension as described in I. B.

VIII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

IX. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that if at the conclusion of the next semester satisfactory progress requirements are not met, aid shall be terminated. Eligibility for federal aid shall commence the semester in which a student does meet all satisfactory progress requirement.

X. Mitigating Circumstances:

A. The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

B. If students have utilized their maximum number of semesters, but still have borrowing eligibility under the Guaranteed Student Loan Program, they may continue to borrow under that program by appealing to the Financial Aid Committee.

XI. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from

the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, The Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Financial Aid Refund/Repayment Policy

Revised May, 1984

The College catalog states that a student who officially withdraws from the college may arrange for a tuition refund according to the following schedule:

Fall or Spring Semester:

During first and second weeks (beginning with Registration Day).....	90%
During third and fourth weeks.....	70%
During fifth and sixth weeks.....	50%
Beginning with seventh week.....	0%

Summer Semester:

Registration Day through third day of classes.....	90%
Fourth through the sixth day of classes.....	70%
Seventh through the ninth day of classes.....	50%
Beginning with the tenth day of classes.....	0%

Since financial aid is expected to meet or help meet educational costs, any tuition and fee refund, up to the amount of financial aid received for that semester or summer session, shall be repaid to the financial aid program(s) from which the student received assistance.

The procedure of repayment is as follows:

- I. Amount of refund less outstanding debt to the College (emergency loan, room, board, etc.) shall equal the net refund.
- II. Calculation of repayment to Title IV programs (Perkins Loan, SEOG, PELL, and GSL) shall be made in accordance with the formula published in the Federal Register, Wednesday, December 31, 1980, Section 668.21.

FORMULA:

$$\frac{\text{Total Title IV Aid (less work earnings)}}{\text{Net Refund} \times \text{Total Aid (Less work Earnings)}} = \text{Repayment}$$

- III. The Repayment shall be made to the following aid program(s) in an amount equal to each program's proportion of the student's total aid. Aid programs include Pell Grant, Perkins Loan, SEOG, GSL, State grant, and private grant or scholarship if conditions require repayment.

Veterans' Policies

The following policies and procedures will be observed by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. It is the responsibility of the Office of the Assistant to the Academic Vice-President to supply the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. A letter to each instructor will accompany the list of veterans requesting that the instructor notify the Veterans Coordinator immediately if any student on the list has absences in their class to the extent that the absences are interfering with satisfactory progress.
3. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There will be no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. A copy of the standards for satisfactory progress will be given to each veteran upon admission to Fairmont State College. Veterans will be informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).



Student Affairs

Fairmont State College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice-President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

It is felt that cultural, social, and athletic opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career planning and placement, financial aid, residence life, counseling, student health services, handicapped services, freshman orientation activities, student organizations, Student Government, and student (work-study) employment.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)

All entering freshmen are required to take this test. Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit in specific courses must take this test. It is given the third week of each month. Information and applications are available in Student Affairs.

Graduate Record Examination (GRE)

This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the senior year.

National Evaluation Systems Content Specialization Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take this test and to achieve the minimum acceptable score for each teaching specialization to be named on the certificate. These students must take the examination during the final semester or term of their senior year.

Pre-professional Skills Test and ACT—College Outcome Procedure Program (COMP)

Teacher education students must take these tests prior to enrollment in Education 302. The battery includes tests for reading, mathematics, writing and speaking. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for licensure as a teacher.

Residence Life

Fairmont State College maintains three residence halls which accommodate approximately 445 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw from the remaining part of the academic year, or to marry and live with their spouse. Students whose degree requires a practicum to be completed off-campus or in another community during the spring semester will be held responsible for the entire academic year housing contract, which consists of the fall and spring semesters. It is the students' responsibility to be aware of their academic program requirements and to plan their housing accordingly.
3. Applicants for room reservations must pay an \$80 deposit at the time of application; this fee will be credited to the applicants' room-rental account. Notice of cancellation must be received by Student Affairs by June 15 or the \$80 deposit is forfeited. An \$80 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. A \$50 breakage fee shall be deposited at the time of registration; this fee, less any damage, will be returned at the time of withdrawal from the residence hall.
4. All residence hall students and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the *Residence Life Handbook*.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
9. Room rental, and a meal ticket must be paid in full for a semester on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student's Rights and Responsibilities of Fairmont State College; Section: Rights to Privacy*.
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.

Career Planning and Placement Services

The Office of Career Planning and Placement provides assistance in identifying the interests, values and abilities students want to incorporate into a career. Such assistance is provided through career counseling, development seminars, and special programs and speakers. Students also have access to a computer-based career guidance and

information system (SIGI PLUS), allowing them to gain assistance with a wide range of career concerns. A library of occupational information materials, books, directories, and audio and video tapes is available for student use.

The placement service assists students and alumni in obtaining employment. Services available are career search seminars/classes, a reference room with employer and career search materials, credential file maintenance and transmittal, on-campus interviewing, individual and group placement counseling, and a computerized referral service. A part-time job referral service is available for all college students who desire employment on a part-time basis while attending school.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with problems of college students. These services are available to all students in the belief that students often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by telephone or in person.

Services for the Handicapped

As required by Section 504 of the Rehabilitation Act of 1973, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for the Handicapped, who is located in Student Affairs, if these services are desired. The Assistant to the Vice President for Academic Affairs is notified of the required academic accommodations and apprises advisers, division heads, and instructors of this information each semester. Priority scheduling procedures have been established for students with handicaps.

Freshman Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic programs, various student activities, and student welfare in general. Throughout the orientation period, freshmen are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Further, a one-hour course, Human Services 100—College Orientation, is offered to entering freshmen. This course orients the student to college life through a thorough explanation of topics such as (1) the advising system, (2) the academic process and regulations, (3) the *College Catalog*, (4) pre-registration and registration, (5) student services, (6) use of the library, (7) how to study, and (8) extracurricular activities.

Learning Skills Center

The Center provides testing and instruction in developmental and accelerated skills. Developmental Skills courses are remedial and cannot be used for graduation credit; however, such credit is counted in determining full-time student status. Accelerated Skills

courses in writing, reading, computer use, foreign language review, and word processing for technical and expository writing are offered for credit. Students who wish to use the services of the Center may enroll in courses or arrange for tutorial assistance or independent study by contacting the Coordinator of the Program. The Learning Skills Center Laboratory and offices are located on the second floor of Jaynes Hall.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook* and the *Parking and Vehicle Regulations* brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Specific reference should be made to the published *Student Handbook*.

Student Health Center

A physician and a registered nurse are available to examine and advise students in matters pertaining to their health. On school days a registered nurse is available from 8:00 a.m. until 4:00 p.m. and from 5:00 p.m. until 8:00 p.m. in the College clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician has regular campus office hours.

Dining Hall

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Most student organization banquets are held in the Dining Hall along with banquets; however, permission for the use of this facility must be obtained from the Facilities Committee.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Turley Center hours are as follows: Bookstore, Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 4:00 p.m.; Recreation Rooms-Study Lounge and Snack Bar, Monday through Thursday from 7:00 a.m. to 10:30 p.m. and on Friday from 7:00 a.m. to 6:00 p.m.

Musick Library

The Library occupies the second and third floors of the Musick Library Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 187,000 volumes and subscribes to 700 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 18,000 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the Library. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the Library is open to encourage and assist individuals in their pursuit of information.

Learning Resource Center

The Learning Resource Center occupies the first floor of the Library/Learning Resource Center Building. Coordination, design, and application of educational technology is provided by specialized personnel and facilities. The service includes the design and production of a wide range of audio/visual, graphics, and television learning material, an extensive on-campus equipment repair service, and a 16 mm educational film library.

Student Government Association

Student Government at Fairmont State actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An adviser is assigned by the Vice President for Student Affairs.

Student Government meets weekly in the Coral Room of the Turley Center. All meetings are open and any student is welcome to attend.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized a number of clubs and honorary organizations for the promotion of interests in various subject matter fields, for the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations of this nature can be found in *The Student Handbook*.

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs are posted on a bulletin board in the Administration Building.

Organized groups on campus are the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodist, United Presbyterian, Presbyterian U.S., Christian (Disciples of Christ) and Episcopal Churches as United Ministries in Higher Education, and the InterVarsity Christian Fellowship. Services of ministers are available to the campus at all times through the Associates in Campus Ministry. The Associates serve as the liaison for religious interest with the Administration.

Publications

Student publications, under the direction of the Office of Publications, 121 Musick Library Building, are comprised of the All-American weekly newspaper, *The Columns*, and yearbook, *Mound*. Staff positions are open to all students, who may submit applications the first week of each semester. Forms are available at any of the publications offices, 110, 119, and 120 in Musick Library. Consideration is given to those students who have done acceptable work in Journalism or who have had previous practical experience on publications. Applications are screened by the Publication Board, including editors-in-chief, business managers and Journalism faculty. Staff appointments are made with the approval of the Director of Publications, from whom additional information may be obtained in 121 Musick Library.

Both publications have undergone extensive redesign during the past few semesters to allow student journalists to exhibit more of their writing, photographic, and graphics skills and talents. Consequently, *The Columns* has been awarded an All-American rating from the Associated Collegiate Press for seven consecutive semesters; the *Mound* has received four consecutive first class ratings.

The Columns, named for the eight stately columns at the front of the Administration Building, is financed by student fees and advertising. Published weekly except during examination and vacation periods, it is distributed by noon each Friday through campus news stands located in various campus buildings.

The *Mound*, named for a historic spot on a former campus, is also financed by student fees and advertising. Depicting all phases of campus life through student photography and writing, it is distributed each fall through the student publications business office, 119 Musick Library.

Annually, the William A. Boram Award for Achievement in Journalism is presented to a graduating senior Journalism student who has contributed to the success of both student publications during his or her enrollment. Selection is based on academic excellence and journalistic achievement.

The Office of Student Affairs is responsible for the following publications:

The Student Handbook, compiled annually under the direction of the Student Government, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building. This bulletin carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Vice President for Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult the bulletin boards daily for important announcements.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, the FSC Concert Band, the College-Community Symphony Orchestra, the Brass Ensemble and the Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College-Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers varied programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The *Intercollegiate Debate Squad* annually participates in 15 to 20 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. Fairmont State College is a member of the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Locally, students have an opportunity to compete with original oratory for cash awards in the M. M. Neely Oratory Contest each spring.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatregoer.

The *Masquers*, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in *Masquers* is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatregoers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Various activities are organized for competitive play among groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with personal development.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul throwing.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, basketball, volleyball, swimming, and cross-country. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

The ultimate responsibility for the conduct of the athletic program rests with the President.

The members of the coaching staff are members of the faculty and have professional status, qualifications, and salaries, as do other faculty members. Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

An effort is made to compete only with colleges having similar educational and athletic policies.

Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics, and athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Awards

At the annual Awards Banquet, recognition is given to students who have displayed outstanding achievements in the various academic disciplines. The ten outstanding seniors and students elected to Who's Who Among Students in American Colleges and Universities are also recognized.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association goes back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, business session and dance. During commencement weekend the class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year—to a son or daughter of FSC alumni. The scholarship, worth \$500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association.

Information concerning the Alumni Association may be obtained by writing to the Alumni Secretary, Fairmont State College, Fairmont, West Virginia 26554.



Academic Information

Degrees

The four baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Arts, and Bachelor of Arts in Education. For each of these four degrees a minimum of 128 semester hours of credit is required. An Associate of Arts, Associate of Applied Science or Associate of Science degree is also granted upon successful completion of from 60-78 semester hours in the two-year curricula. A Certificate in Applied Science is offered in three areas upon completion of 32-34 semester hours. This college also offers a flexible, nontraditional Regents Bachelor of Arts Degree Program.

Degree Programs

Bachelor of Arts, Bachelor of Science and Bachelor of Engineering Technology Degrees

Minimum Semester Hours Required

	Degree	Major	Minor
Allied Health Administration.....	B.S.		
Medical Laboratory Technology.....		135.....	76
Medical Record Technology.....		128-130.....	67
Nursing.....		137.....	75
Veterinary Technology.....		137.....	76-77
Art.....			24
Biology.....	B.S.	55-57.....	25
Business Administration.....	B.S.		
General.....		51.....	21
Accounting.....		51.....	18
Banking.....		51.....	18
Business Data Processing.....		54.....	
Economics.....		51.....	18
Management.....		51.....	
Marketing.....		51.....	
Office Administration.....		53.....	23-24
Clerical.....			26
Insurance.....			18
Real Estate.....			18
Retail Management.....			18
Chemistry.....	B.A.	54.....	19-20
Chemistry.....	B.S.	64-67.....	
Child Care.....			25
Commercial Designs/ Graphics.....			33
Computer Science.....	B.S.	53.....	18
Criminal Justice.....	B.S.	70.....	24
Engineering Technology.....	B.S.E.T.	129-135.....	23
Three Degree Areas			
Architecture	Mining	Safety	
Five Areas of "Concentration"			
Civil	Graphic Communications	Mechanical	
Electronics	Manufacturing		
English.....	B.A.	30.....	18
English (Business and Technical Writing).....			18

Fashion Merchandising.....	24
Food Service Management.....	24
French.....	B.A. 30 24
Geography.....	18
German.....	18
Graphic Communications Technology.....	21
Graphics/Fine Arts.....	B.S. 91-92
Health Science.....	B.S. 58 20
History.....	B.A. 36 24
Home Economics.....	B.S. 39 27
Interdisciplinary Studies.....	B.A.-B.S. 48
Interior Design.....	24
Journalism.....	16
Journalism (Business and Technical Writing).....	18
Library Science.....	24
Mathematics.....	B.S. 30 21
Mathematics.....	B.A. 30 21
Music.....	26
Occupational Health.....	B.S. 101-103
Philosophy.....	15
Physical Education.....	B.S. 43 35
Physics-Physical Science.....	31
Political Science.....	B.A. 30 18
Psychology.....	B.S.
General.....	37 18
Industrial-Personnel.....	46
Community Service.....	52
Psychological Service.....	18
Recreation Leadership.....	24
Regents B.A. Degree.....	B.A.
Sociology.....	B.S. 30 18
Human Services.....	B.S. 72
Spanish.....	18
Speech Communication.....	B.A. 38 25
Theatre.....	B.A. 35 25

Bachelor of Arts in Education

Early/Middle Education Multi-Subjects K-8.....	48
Behavior Disorders K-12 (Excludes Autism).....	21
Gifted Education K-8.....	21
Mentally Impaired K-12.....	21
Specific Learning Disabilities K-12.....	21
Subject Specialization 5-8	
Art.....	30
French.....	20
General Science.....	31
Home Economics—Consumer and Homemaking Education.....	26
Industrial Arts/Technology.....	29
English/Language Arts.....	23
Mathematics.....	18
Oral Communications (Speech Communication and Theatre).....	26-27
Social Studies.....	41
Middle Adolescent Education	

Subject Specialization 5-8

Home Economics—Consumer and Homemaking Education	29
English/ Language Arts	28
Social Studies	42

Single Teaching Fields 5-12, 9-12

Art	38
Behavior Disorders (Excludes Autism)	21
Biology (9-12)	46
Business Education, Secretarial	40
Business Education, Principles	41
Chemistry (9-12)	36
English-Language Arts	37
French	30
General Science	35
Gifted Education	21
Industrial Arts/Technology	43
Journalism (9-12)	24
Mathematics	39
Mentally Impaired	21
Physical Education	38
Physics (9-12)	33
Oral Communications (Speech Communication and Theatre)	32

Comprehensive Teaching Fields 5-12

Business Education	57
Home Economics, Vocational, Consumer and Homemaking Education	42
Industrial Arts/Technology	64-70
Social Studies	57

Early Middle or Middle Adolescent**Subject Specialization K-12**

Art	57
Health	38
Music	59
Physical Education	43
School-Library Media	24

Associate Degrees and Certificate Programs

(Fairmont Community College—A component of Fairmont State College)

	Degree Offered	Minimum Semester Hours Required
General Studies	A.A.	64
Business Technology		
Accounting	A.S.	64
Banking	A.A.S.	66
General	A.A.S.	66
Insurance	A.A.S.	63
Real Estate	A.A.S.	65
Child Care	A.A.S.	67
Clerical	A.S.	64
Clerical (one-year certificate in applied science)		32
Computer Science	A.S.	65
Criminal Justice	A.A.S.	68

Fashion Merchandise.....	A.A.S.....	68
Food Service Management.....	A.A.S.....	64
Health Careers		
Emergency Medical Service (one-year certificate in applied science).....		38
Medical Laboratory.....	A.A.S.....	74
Medical Record.....	A.A.S.....	68
Nursing.....	A.S.....	70
Veterinary Technology.....	A.A.S.....	76-77
Interior Design.....	A.A.S.....	64
Psychological Service.....	A.A.S.....	64
Retail Management.....	A.A.S.....	64
Secretarial.....	A.S.....	65
Secretarial (one-year certificate in applied science).....		34
Word Processing/Office Automation.....	A.A.S.....	64
Engineering Technology (Concentrations)		
Architecture.....	A.S.....	68
Civil.....	A.S.....	67
Commercial Design/Graphics.....	A.A.S.....	65
Drafting/Design.....	A.A.S.....	68
Electronics.....	A.S.....	69
Graphic Communications.....	A.S.....	67-68
Manufacturing.....	A.S.....	67
Mechanical.....	A.S.....	67
Mining.....	A.S.....	69
Safety.....	A.S.....	68

Grading System

The following system of grading is used within the institution:

- A—Superior, given only to students for exceptional performance.
- B—Good, given for performance distinctly above the average in quality.
- C—Average, given for performance of average quality.
- D—Lowest passing grade for performance of poor quality.
- F—Failure. Course must be repeated if credit is to be received.

FIW—Failure because of irregular withdrawal.

- I—A temporary mark, given only when students have completed most of the course, but are unable to conclude it *because of illness or some other unavoidable circumstance*. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate division chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor *must* submit a final grade.

W—Withdrew.

WF—Withdrew Failing.

WP—Withdrew Passing.

CR—Credit. Does not affect quality points.

NC—No Credit. Does not affect quality points.

P—Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F, FIW, and WF, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a quality point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain an average of 2.20 in each teaching field and/or subject specialization.**

All variations from prescribed programs must be approved by the division head in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Semester Hours	=	Quality Points (Total)
Engl. 104	A	4		3		12
Biol. 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math 101	W	—		—		—
				16		40

40 Quality Points

16 Semester Hours = 2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 5 or 7-12, 1-12, 7-9, 1-9, the diversified field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the Registrar for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the *College Catalog* for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally one week, when students may drop and/or add classes. Students who have pre-registered are not permitted to make changes during summer pre-registration or on registration day but must wait until this period begins.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw through the end of the second academic week following midterm. If the official drop notice is issued after this period, the instructor will record either "WP" or "WF" at the conclusion of the semester. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: During the period ending with the second academic week following midterm of a semester, students may drop one or more classes with "W" being recorded. The "WP-WF" grade will be used for students to withdraw from individual courses up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than

the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. *Students may not repeat a course in which they earned a C or better.* Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a four-year degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours' work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the published *Student Handbook*.

Advising System

Students are assigned academic advisers when they first enroll at the College. If students desire to change their major fields of study, they should contact the Assistant to the Vice President for Academic Affairs for reassignment. Students who are not ready to select a major upon entrance will be assigned to special advisers. Students should discuss problems relating to degree requirements, pre-registration, registration, and withdrawals from class or college with their advisers.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at midsemester and at the end of the semester. Midterm grade reports are not made during summer school.

PROBATION-SUSPENSION POLICIES

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will be sent a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the adviser be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the spring semester.
2. Students will be suspended if they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. Suspension is for one semester. Students suspended at the conclusion of the spring semester will be eligible to return as full-time students the spring semester of the next academic year.
5. No classes may be taken while a student is on suspension.
6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
7. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice-President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

English Performance Evaluation

All students who are candidates for baccalaureate degrees must attain a grade of C or above in English 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.2 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: **cum laude** for a point average of 3.2 to 3.49; **magna cum laude** for a point average of 3.50 to 3.74; and **summa cum laude** for a point average of 3.75 or better. Averages are based upon the entire academic record of the student. Candidates for graduation with an associate degree who maintain a grade point average 3.2 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the published *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of three dollars (\$3.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.

Air Force Reserve Officers Training Corps

Air Force ROTC is designed to provide training in the areas of leadership, management, and interpersonal relationships which are vital to the men and women who desire to serve as commissioned officers in the United States Air Force.

AFROTC courses are available to FSC students through an agreement with West Virginia University and are offered on the downtown campus (Stansbury Hall) at WVU. Four-year and two-year programs are open to qualified students. Both options require a summer field training camp prior to the junior year. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at WVU, 293-5421.

Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Engineering Technology are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.2 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above.

General Studies Requirement for the Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Engineering Technology Degrees

36 Hours for Bachelor of Science Degrees

48 Hours for Bachelor of Arts Degrees

English			12
English*	104	Written English.....	3
English**	108	Advanced Written English.....	3
English	250	Survey of English Literature.....	3
English	260	Survey of American Literature.....	3
Fine Arts			2
Art	255	History & Appr. of Art.....	2
		or	
Music	205	Music Appreciation.....	2
		or	
Music	207	Beginning Recorder.....	2
		or	
Theatre	100	Theatre Appreciation.....	2
History and Social Science			12
Economics 200 or		Economics.....	3
Economics 201		Economic Principles and Problems.....	3
Geography 210		Intro. to Geography.....	3
History 107		United States History I.....	3
History 108		United States History II.....	3
History 111		History of Civilization I.....	3
History 112		History of Civilization II.....	3
Political Science 103		American Government.....	3

Psychology 101	Intro. to Psychology I.....	3
Sociology 110	Introductory Sociology.....	3
Foreign Language (B.A. degree only)		12
French, German, or Spanish 101, 102, 201, 202		
(another foreign language may be substituted with permission)		
Physical Education***		1
Any basic activity course		
Science or Mathematics****		6
Biology 101, 102 or	Intro. to Biology.....	4
Biology 103	Intro. to Envir. Biology.....	4
Chemistry 101, 102	General Chemistry.....	8
Chemistry 105, 106	Chemical Principles.....	10
Geology 101, 102	General Geology.....	6
Mathematics*****		6
Physics 101, 102	Intro. to Physics.....	8
Physical Science (select any 3 of the following)		6
Scientific Methodology 100.....		2
Astronomy 101.....		2
Chemistry 102.....		2
Geology 103.....		2
Physics 104.....		2
History of Physical Science 105.....		2
Speech Communication 100		3

*Developmental Skills 101, Basic Communications, is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.

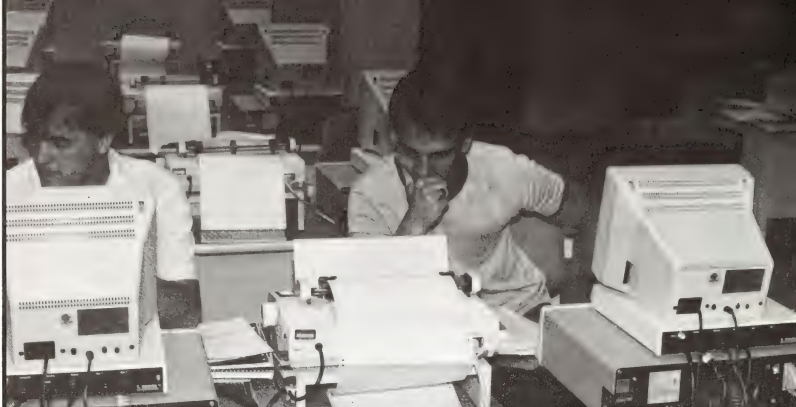
**A grade of C or above in English 108 is required for graduation.

***This requirement may be waived by the Registrar for a student who because of physical disability or infirmity cannot perform the basic activity course. The student must furnish appropriate medical substantiation of the disability or infirmity.

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies Requirements.





Commerce

(Business Administration, Computer Science, Office Administration/Business Education)

The Division of Commerce offers students several choices in their selection of a major field of study. Under the B.S. Degree students may obtain a degree in Business Administration with a concentration in General Business, Accounting, Economics, Office Administration, Banking, Management, Marketing, and Business Data Processing. Students may also elect to study toward the B.S. Degree in Computer Science.

In the B.A. in Education Degree students may earn a degree in Business Education-Comprehensive, Business Education-Secretarial, or Business Education-Business Principles.

In the area of two-year programs students may select: Accounting, General Business, Banking, Real Estate, Secretarial, Clerical, Computer Science, Retailing, Insurance, or Word Processing/Office Automation.

Students may minor in the division in Accounting, Economics, Banking, Real Estate, Insurance, Office Administration and Computer Science.

In the area of one-year certificates, the student may select Secretarial or Clerical.

Courses offered by the Commerce Division may be found under the headings of Accounting, Banking, Business, Business Education, Economics, Computer Science, Office Administration, Management, and Marketing. **All courses may not be offered each semester. Students are urged to consult with advisers to avoid the possibility of missing a course needed for graduation at a specific time.**

MINOR REQUIREMENT: Business Administration students must also elect a minor field of study. A major and a minor in the same academic field is not permitted. For example, one may not both major and minor in Accounting. Duplicate credit may be earned only for courses that are specifically required for both major and minor, except that Economics 201 and 202 will apply toward the General Studies, major and minor requirements.

Business Administration

Group A, General Major

51 sem. hrs.

Required Courses

33 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....	6
Business	306, 307	Business Law I, II.....	6
	310	Statistics.....	3
	401	Business Finance.....	3
Economics	201, 202	Economic Principles & Problems.....	6
CS	100	Introduction to EDP.....	3
Management	309	Principles of Management.....	3
Marketing	304	Marketing.....	3

The additional requirement.....18

These additional hours may be taken in any one of several combinations. Such combinations are to be agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, Banking, Computer Science, and Mathematics 115 and/or 116. Only the following Office Administration courses may be elected: 251, 310 and 342.

Minor (not open to majors in Group A, B, C, D, E, F, G, H) 21 sem. hrs.**Required Courses**

Accounting	201, 202	Principles of Accounting I, II.....	6
Economics	201	Economic Principles and Problems.....	3
Business	306	Business Law I.....	3

A minimum of 9 hours must be selected from these courses: 9 sem. hrs.

Economics	202	Economics Principles and Problems.....	3
CS	100	Introduction to EDP.....	3
Business	307	Business Law II.....	3
	401	Business Finance.....	3
Management	309	Principles of Management.....	3
Marketing	304	Marketing.....	3

Group B, Accounting Major**51 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II.....	6
	301, 302	Intermediate Accounting I, II.....	6
	330	Advanced Accounting I.....	3
	404	Cost Accounting.....	3
	405	Auditing.....	3
	406	Federal Income Tax Accounting: Individual.....	3
Business	306, 307	Business Law I, II.....	6
	310	Statistics.....	3
	401	Business Finance.....	3
Economics	201, 202	Economic Principles and Problems.....	6
CS	100	Introduction to EDP.....	3
Management	309	Principles of Management.....	3
Marketing	304	Marketing.....	3

The following additional courses, although not required, are recommended to further develop the body of accounting knowledge commonly expected of the entry-level accountant.

Accounting 331, 407; Management 409

Notice to students: Certain courses are required to qualify a student to sit for the Uniform Certified Public Accountant exam that may not be required to satisfy the four-year major in accounting degree requirements. Students wishing to sit for the CPA exam should discuss this additional course work with an appropriate adviser early in their program.

Minor (not open to majors in Group B) 18 sem. hrs.**Select 18 hours from the following:**

Accounting	201, 202	Principles of Accounting I, II.....	6
	301, 302	Intermediate Accounting.....	6
	330	Advanced Accounting.....	3
	404	Cost Accounting.....	3
	405	Auditing.....	3
	406, 407	Federal Income Tax Accounting.....	6
CS	104	Introduction to COBOL Programming.....	4

Group C, Economics Major**51 sem. hrs.****Required Courses****18 sem. hrs.**

Economics	201, 202	Economic Principles and Problems.....	6
	301	Intermediate Econ. Analysis: Microeconomics.....	3
	302	Intermediate Econ. Analysis: Macroeconomics.....	3

Business	310	Statistics.....	3
CS	100	Introduction to EDP.....	3

A minimum of 9 hours must be selected from these courses: 9 sem. hrs.

Economics	303	Money, Credit and Banking.....	3
	305	Economics of Labor.....	3
	307	Personal Finance.....	3
	401	Managerial Economics.....	3
	406	Guided Economic Study.....	1-3

Additional electives..... 18-24 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....	6
Business	306	Business Law I.....	3
	401	Business Finance.....	3
	350	Investments.....	3
Management	309	Principles of Management.....	3
	409	Quantitative Management.....	3
Marketing	304	Marketing.....	3
CS	103	FORTTRAN Programming.....	4
History	320	American Economic History.....	3
Math	115	Intermediate Mathematics II.....	4
	116	Calculus I.....	4

Minor (not open to majors in Group C) 18 sem. hrs.

Select 18 hours from the following:

Economics	201, 202	Economic Principles and Problems.....	6
	301	Intermediate Econ. Analysis: Microeconomics.....	3
	302	Intermediate Econ. Analysis: Macroeconomics.....	3
	303	Money, Credit and Banking.....	3
	305	Economics of Labor.....	3
	401	Managerial Economics.....	3
	406	Guided Economic Study.....	1-3
	115	Intermediate Mathematics II.....	4
	116	Calculus I.....	4

**Group D, Office Administration
Major**

53 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....	6
Business	306	Business Law I.....	3
	310	Statistics.....	3
	401	Business Finance.....	3
OAdm.	211	Advanced Typewriting/ Keyboarding.....	3
	251	Business Communications.....	3
	310	Supervising Off. Systems Personnel.....	3
	340	Principles of Word Processing.....	3
	341	Word Processing Applications.....	3
	342	Elect. Records Management.....	3
	360	General Office Procedures.....	3
	362	Directed Office Experience.....	2
CS	100	Intro. to EDP.....	3
Management	309	Principles of Management.....	3
	314	Office Management.....	3
	390	Human Behavior in Organizations.....	3
Marketing	304	Marketing.....	3

Minor (not open to majors in Group D) 23-24 sem. hrs.

Accounting	201	Principles of Accounting.....	3
Mgt.	314	Office Management.....	3
CS	100	Introduction to EDP.....	3

OAdm.	*101, 102	Beg. and Inter. Typewriting/ Keyboarding OR
	211	Advanced Typewriting/ Keyboarding.....5 or 6
	251	Business Communications.....3
	340	Principles of Word Processing.....3
	342	Elect. Records Management.....3

*If the student has not had beginning typing in high school, 101 (2 hrs. cr.) and 102 (3 hrs. cr.) should be taken. Otherwise 102 and 211 (3 hrs. each) would be selected.

Group E, Banking Major

51 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....6
Economics	201, 202	Economic Principles and Problems.....6
	303	Money, Credit and Banking.....3
Management	309	Principles of Management.....3
Marketing	304	Marketing.....3
Business	306, 307	Business Law I, II.....6
	310	Statistics.....3
CS	100	Introduction to EDP.....3
Banking	180	Principles of Banking.....3
	284	Bank Management.....3

Select the additional 12 semester hours from the following:

12 sem. hrs.

Banking	283	Bank Investments.....3
	292	Trust Functions and Services.....3
	293	Savings and Time Deposits.....3
	288	Installment Lending.....3
	285	Analyzing Financial Statements.....3
Business	350	Investments.....3
	386	Real Estate Finance.....3
	401	Business Finance.....3

Recommendation: Students are encouraged to take course in Psychology, Sociology, Business Communications and Computer Science in addition to the stated requirements.

Minor (Not open to majors in Group E)

18 sem. hrs.

Required Courses

12 sem. hrs.

Banking	180	Principles of Banking.....3
	284	Bank Management.....3
	283	Bank Investments.....3
	288	Installment Credit.....3

Select the additional 6 semester hours from the following:

6 sem. hrs.

Banking	292	Trust Functions and Services.....3
	293	Savings and Time Deposit Banking.....3
	285	Analyzing Financial Statements.....3
	386	Real Estate Finance.....3
Business	350	Investments.....3
	401	Business Finance.....3
Economics	303	Money, Credit and Banking.....3

Group F, Business Data Processing Major

54 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....6
Economics	201, 202	Economic Principles and Problems.....6
Business	310	Statistics.....3
	401	Business Finance.....3
Management	309	Principles of Management.....3

Computer Science	102	Principles of Programming I.....	3
	104	COBOL Programming I.....	4
	108	Principles of Programming II.....	4
	201	Assembler Programming.....	4
	204	COBOL Programming II.....	4
	220	Business Systems.....	3
	250	Programming Languages.....	3
	302	Data Structures.....	4
	410	Data Base Management.....	4

Group G, Management Major

51 sem. hrs.

Required Courses

33 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....	6
	306, 307	Business Law I, II.....	6
	310	Statistics.....	3
	401	Business Finance.....	3
Economics	201, 202	Principles of Economics.....	6
Computer Science	100	Introduction to EDP.....	3
Management	309	Principles of Management.....	3
Marketing	304	Marketing.....	3

A minimum of 12 hours must be selected from the following courses: 12 sem. hrs.

Management	305	Small Business Management.....	3
	308	Personnel Management.....	3
	390	Human Behavior in Organizations.....	3
	409	Quantitative Management.....	3
Business	412	Applied Business Research.....	3
	415	Business Policy.....	3

A minimum of 6 hours must be selected from the following courses: 6 sem. hrs.

Economics	301	Intermediate Economic Analysis Micro.....	3
	305	Labor Economics.....	3
	401	Managerial Economics.....	3
Psychology	260	Industrial and Personnel Psys.....	3
Sociology	410	Industrial Sociology.....	3
Speech	369	Communication in Organization.....	3
or			
OAdm	251	Business Communications.....	3

Group H, Marketing Major

51 sem. hrs.

Required Courses

42 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....	6
Business	306, 307	Business Law I, II.....	6
	310	Statistics.....	3
	401	Business Finance.....	3
Economics	201, 202	Principles of Economics.....	6
Computer Science	100	Introduction to EDP.....	3
Management	309	Principles of Management.....	3
Marketing	304	Marketing.....	3
	320	Advertising.....	3
	411	Marketing Management.....	3
Business	412	Applied Business Research.....	3

A minimum of 9 hours must be selected from the following courses: 9 sem. hrs.

Business	415	Business Policy.....	3
Economics	301	Microeconomics.....	3
	401	Managerial Economics.....	3
Marketing	205	Salesmanship.....	3
	300	Retailing.....	3
Speech	369	Communication in Organizations.....	3
or			
OAdm.	251	Business Communications.....	3

Computer Science

Students may complete the B.S. in Computer Science in preparation for immediate employment in an applications programming position or as preparation for graduate studies. Because of rapid changes in this field, requirements are designed to provide students with a fundamental understanding of the concepts of computer science enabling them to adapt to any current computer environment.

Required Courses 53 sem. hrs.

Computer Science	102	Principles of Programming I.....	3
	108	Principles of Programming II.....	4
	201	Assembler Programming.....	4
	250	Programming Languages.....	3

One of the following two groups:.....11

CS	104	COBOL Programming I.....	4
CS	204	COBOL Programming II.....	4
CS	220	Business Systems.....	3
		OR	
CS	103	FORTAN Programming I.....	4
MATH	116	Calculus I.....	4
CS	300	Computer Graphics.....	3
	260	Microcomputer Programming.....	3
	302	Data Structures.....	4
	308	Compiler Construction.....	4
	410	Data Base Management.....	4
	420	Selected Advanced Topics.....	4
		OR	
	421	Computer Science Special Project	
MATH	115	Intermediate Mathematics II.....	4
	200	Mathematical Logic.....	3
OAdm.	101	Beginning Typewriting.....	2

NOTES:

- Students should attempt to complete CS-102, CS-108, and Math-115 by the end of their freshman year.
- Students wishing to minor in a business related area may select CS-104, CS-204, and CS-220, and students wishing to minor in a math/science area may elect to take CS-103, CS-300, and Math-116.
- The typing requirement may be satisfied by passing an examination. Students should contact their adviser for details.

Minor 18 sem. hrs.**Required Courses 7 sem. hrs.**

Computer Science	102	Principles of Programming I.....	3
	108	Principles of Programming II.....	4

Select one of the following three groups:**11 sem hrs.**

104	COBOL Programming I.....	4
204	COBOL Programming II.....	4
220	Business Systems.....	3
	OR	
104	COBOL Programming I.....	4
204	COBOL Programming II.....	4
250	Programming Languages.....	3
	OR	
103	FORTRAN Programming I.....	4
201	Assembler Programming.....	4
250	Programming Languages.....	3

Teaching Fields in Business Education**Business Education Comprehensive, grades 5-12****57 sem. hrs.**

Business	*102	Introduction to Business.....	3
	*141	Business Mathematics.....	3
Accounting	*201, 202	Principles of Accounting I, II.....	6
Business	306	Business Law I.....	3
	310	Statistics.....	3
Management	314	Office Management.....	3
OAdm.	*102	Typewriting/Keyboarding.....	3
	*230	Introduction to Word Processing.....	3
	*342	Electronic Records Management.....	3
	*251	Business Communications.....	3
	*202	Intermediate Shorthand.....	4
	*301	Advanced Shorthand and Transcription.....	4
	*360	General Office Procedures.....	3
	362	Directed Office Experience.....	2
	*431	Methods and Materials in Teaching Business Education.....	2
Economics	*201, 202	Economic Principles and Problems.....	6
CS	100	Introduction to EDP.....	3

**Business Education Secretarial, Single Teaching Field,
grades 5-12****40 sem. hrs.**

Business	*141	Business Mathematics.....	3
Accounting	*201, 202	Principles of Accounting I, II.....	6
Business	306	Business Law I.....	3
	310	Statistics.....	3
Management	314	Office Management.....	3
OAdm.	*102	Intermediate Typewriting/Keyboarding.....	3
	*230	Introduction to Word Processing.....	3
	*342	Electronic Records Management.....	3
	*202	Intermediate Shorthand.....	4
	*301	Advanced Shorthand and Transcription.....	4
	*360	General Office Procedures.....	3
	362	Directed Office Experience.....	2

**Business Education, Business Principles, Single Teaching Field,
grades 5-12****41 sem. hrs.**

Business	*102	Introduction to Business.....	3
Accounting	*201, 202	Principles of Accounting I, II.....	6
Business	306	Business Law I.....	3
	310	Statistics.....	3
Management	314	Office Management.....	3

OAdm.	*102	Intermediate Typewriting/Keyboarding.....	3
	*230	Introduction to Word Processing.....	3
	*342	Electronic Records Management.....	3
	*360	General Office Procedures.....	3
	362	Directed Office Experience.....	2
Economics	*201, 202	Economic Principles and Problems.....	6
CS	100	Introduction to EDP.....	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.





Fine Arts

(Art, Music, Speech Communication and Theatre)

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

Minor

24 sem. hrs.

History of Art Courses

(See Courses of Instruction).....5

Studio Work Courses

(See Courses of Instruction).....19

Teaching Fields

Art Specialization K-12

57 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design.....3
	*141	Art Structure and Applied Design.....3
	*142	Drawing.....3
	*241	Drawing from Life.....3
	*155	Theory of Art.....2
	*261	Painting.....3
	262	Painting.....3
	278	Ancient and Medieval Art.....3
	283	Modeling and Sculpture.....3
	284	Modeling and Sculpture.....3
	355	Problems in Teaching Art I.....2
	356	Problems in Teaching Art II.....2
	363	Painting in Watercolor.....3
	377	Italian and Northern Renaissance Art.....3
	378	19th Century and Contemporary Art.....3
	383	Pottery.....3
	384	Pottery.....3
	470	Senior Exhibit.....1
	431	Methods and Materials in Teaching Art.....2

Electives to be selected from the following studio courses:

Painting: Art 361, 362, 364, 461, 462, 463.

Pottery: Art 464. Sculpture: Art 465.

Graphics: Art 341. Area Studies: Art 467, 468, 469.....6

Art Single Teaching Field 5-12

38 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design.....3
	*141	Art Structure and Applied Design.....3
	*142	Drawing.....3

241	Drawing from Life.....	3
*155	Theory of Art.....	2
*261	Painting.....	3
278	Ancient and Medieval Art.....	3
283	Modeling and Sculpture.....	3
356	Problems in Teaching Art II.....	2
363	Painting in Watercolor.....	3
377	Italian and Northern Renaissance Art.....	3
378	19th Century and Contemporary Art.....	3
383	Pottery.....	3
470	Senior Exhibit.....	1

Art Subject Specialization 5-8

30 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design.....	3
	*141	Art Structure and Applied Design.....	3
	*142	Drawing.....	3
	155	Theory of Art.....	2
	*241	Drawing from Life.....	3
	*283	Modeling and Sculpture.....	3
	353	Elementary Art Education I.....	2
	354	Elementary Art Education II.....	2
	*363	Painting in Watercolor.....	3

Elective to be selected from the following courses:

Painting: Art 261, 262, 361, 362, 364. Pottery: Art 383, 384. Sculpture: Art 285, 465.

Graphics: Art 341. History of Art: Art 278, 377, 378. Area Studies: Art 467, 468,

469.....6

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2+2 program in which successful completion of the associate degree in Commercial Design/Graphics constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major Course Requirements

91-92 sem. hrs.*

Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing.....	3
	155	Theory of Art.....	2
	199	Special Topics in Art.....	3
	241	Drawing from Life.....	3
	261	Painting.....	3
	283	Modeling and Sculpture.....	3
	341	Graphics.....	3
	363	Painting in Watercolor.....	3
	378	19th Century and Contemporary Art History..	3
	467	Area Studies in Drawing & Painting.....	3
	468	Elective in Art.....	2
Tech.	Drf.-100	Engineering Graphics.....	3
	Gct.-100	Printing Processes Graphics Common Processes.....	3

	-200	Image Assembly I.....	3
	-210	Image Transfer Mechanisms I.....	3
	-230	Layout and Design I.....	3
	-240	Graphic Arts Photography.....	3
	-260	Practicum.....	6
	-300	Basic Photography.....	3
Bus.Ed.	101	Beginning Typewriting	
or		or	
Bus.Ed.	102	Intermediate Typewriting/ Keyboarding.....	2/3
English	109	Technical Report Writing.....	3
Journ.	240	Reporting.....	3
	320	Advertising.....	3
	343	Copy Editing and Make-up.....	3
	312	Publication Problems.....	3

Electives**9 sem. hrs.**

GCT	220	Estimating & Cost Analysis.....	3
	270	Screen Print. *Techniques.....	3
	310	Advanced Photography.....	3
	320	Image Assembly II.....	3
	330	Layout & Design II.....	3
	340	Image Trans. Mech. II.....	3
	410	Printing Techniques.....	3
	420	Computer Apl. to Graphic Comm.....	3

*In addition to these 94 program hours, the student must complete the B.S. General Studies Requirements.

Music

The Music Department offers a minor in music for the Bachelor of Arts Degree and a Comprehensive (K-12) Music major under the Bachelor of Arts in Education Degree. In addition, a concentration in music is available for the Bachelor's degree in Interdisciplinary Studies. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, ACDA, Kappa Kappa Psi, and Sigma Alpha Iota, professional sorority for women music students.

In 1966, the music department moved into Wallman Hall. It is well equipped with musical instruments and materials and its facilities include an electronic piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall Auditorium.

Requirements**Minor****26 sem. hrs.****Required Courses**

Music Theory:	8
Music 109 & 110 Theory, Comprehensive (Music 108 Beginning Theory may be recommended as elective)	
Appreciation:	3
Music 206, Music Appreciation for Majors	
Conducting:	2
Music 245, Fundamentals of Conducting	
Participation:	4
Music 167, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)	
Applied Music:	9
*Music 105 or 107, Piano (minimum 4 hours, proficiency exam).....	4
**Music 139, Class Voice.....	1
(Music 103, 107, 141, 177-197.....)	4
All four hours in same course number)	
*Music minors with a piano emphasis may substitute four hours credit in music elective.	
**Music minors with a vocal emphasis may substitute one hour credit in a music elective.	

Curriculum for Teaching Specialization in Music

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12**59 sem. hrs.**

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

Theory, Comprehensive:	18 sem. hrs.
Music 109, 110, 209, 210 Comprehensive Theory*.....	16
Music 309, Orchestration*.....	2
History and Appreciation:	9 sem. hrs.
Music 101, Recitals and Seminar (each semester)*.....	N/C
Music 206, Music Appreciation for Majors*.....	3
Music 313, 314 Music History *.....	6
Conducting:	4 sem. hrs.
Music 245, Fundamentals of Conducting*.....	2
Music 347, Advanced Conducting (Instrumental and Choral)*.....	2
Participation:	4 sem. hrs.
Music 167, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)*****	
Applied Music and Classes:	18 sem. hrs.
Applied Major (Emphasis)	
I-VII*.....	7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice	
Instrumental Classes	4
211, String Class I-II*.....	1
(Recommended all majors take 211-II)	
213-I Brass Class *.....	1
215-I Woodwind Class*.....	1
217-I Percussion Class*.....	1
170 Lab Band-Orch.**.....	N/C
Music 440, Senior Recital	1
(See FSC Music Supplement for applied requirements)	

Additional Requirements.....	6
Choral Emphasis:	
Instrumental Class II.....	1
or Music 320, Keyboard Accomp.***Piano***	
105, I-II, Piano Class*.....	2
107, I, II, III Piano.....	3
Instrumental Emphasis:	
Instrumental Class II.....	1
Note: Brass Majors must take 215 and 415, Woodwind	
majors must take 213, Percussion majors must take	
213 and 413 and 215 and 415, and may be excused	
from 217 by passing rhythmic reading proficiency.	
Piano***105, I and II, Piano.....	2
Class* 107, I-II, Piano.....	2
139 Voice Class.....	1
Piano and Organ Major:	
Instrumental Class II.....	1
or 103 Organ or 320 Keyboard Accompanying.	
Applied Minor (Instrumental or Voice).....	4
139 Voice Class.....	1
Music Education:.....	6 sem. hrs.
Music 328, Elementary Music Methods, Materials	
and Administration*.....	2
Music 429, Instrumental Methods, Materials	
and Administration*.....	2
Music 430, Choral Methods, Materials	
and Administration*.....	2

Note: Music 431, Methods and Materials in Teaching General Music, 5-12 (Educational Block Course).

All Music majors with an instrumental emphasis must take Band their freshman year and at least one semester of chorus recommended.

All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Music majors are required to enroll for two semesters of Laboratory Band-Orchestra.

***Piano proficiency is required of all music students and is certified by an examination. The examination may be attempted upon completion of one or more hours of piano study. If successful the student may substitute other music electives for the remaining hours. If the examination is failed, the student must continue to take piano lessons until the proficiency exam is passed.

****Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

*****A music major or minor, in addition to the four hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices to develop their knowledge and skills through study and performance. The use of oral communication skills still dominates individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop oral communication competence and expertise which will prepare them to meet employment and societal responsibilities.

The goal of all curricular and co-curricular activities of the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide

variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A Bachelor of Arts major degree program in Speech Communication, a liberal arts program, which can be paired with any academic minor desired by the student.
3. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
4. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
5. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communications (Speech Communication and Theatre).
6. Bachelor of Arts in Education, Subject specialization, grades 5-8 in Oral Communications (Speech Communication and Theatre).
7. Bachelor of Interdisciplinary Studies (see page 123) can be utilized to develop a program using courses from this department with a wide selection of courses from the rest of the College in order to build a unique degree aimed at a specific career. (See the coordinator of the department to discover the range of possibilities.)

The co-curricular activities of this department are open to all students.

For detailed information see Forensics and Theatre under Student services and Organizations in this catalog, p. 39.

Bachelor of Arts in Speech Communication

38 sem. hrs.

Required Courses

33 sem. hrs.

Speech	105	Voice & Diction.....	3
	171	Intro. to Broadcasting.....	2
Theatre	215	Nonverbal Communication.....	2
	219	Language in Communication.....	2
	220	Oral Interpretation.....	2
	233	Interpersonal & Small Group Communication.....	3
	241	Argumentation & Debate.....	3
	303	Listening: Theory & Practice.....	3
	337	Persuasive Communication.....	2
	345	Oratory.....	1
	361	Speaking for Business & Professionals.....	3
		or	
	369	Communication in Organization.....	3
	421	Extemporaneous Speaking.....	1
	459	Speech Correction.....	3
	469	Seminar in Ethical & Legal Issues of Communication.....	3

Electives (only 3 credits are allowed from any one course)

5

Speech	103	Listening Skill.....	1	
	249/449	Intercollegiate Debate Practicum.....	1	(I-VIII)
	271/272	Broadcast Practicum.....	1	
	439	Public Speaking Practicum.....	1	(I-VIII)

	491	Directed Study.....	1-4
	199	Special Topics in Speech Communication.....	1-12
	361	Speaking for Business & Professionals.....	3
		or	
	369	Communication in Organization.....	3
Theatre	228/428	Oral Interpretation Practicum.....	1 (I-VIII)

Speech Communication Minor**25 sem. hrs.****Required Courses****22 sem. hrs.**

Speech Com.	105	Voice and Diction.....	3
	171	Introduction to Broadcasting.....	2
	215	Nonverbal Communication.....	2
	219	Language in Speech Communication.....	3
	233	Interpersonal and Small Group Com.....	3
	241	Argumentation and Debate.....	3
	337	Persuasive Communication.....	2
	345/421	Oratory/Extemporaneous Speaking.....	1
	459	Speech Correction.....	3

Electives**Minimum 3 sem. hrs.**

Speech Com.	103	Listening Skills.....	1
	249 or	Intercollegiate Debate I-IV	
	439 or	Public Speaking Practicum I-VIII	
	449	Intercollegiate Debate I-IV.....	1
	199	Special Topics.....	1
	303	Listening Theory & Practice.....	3
	361	Speaking for Business and Professionals.....	3
	369	Communication in Organizations.....	3
	491	Directed Study in Speech Com.....	1

1. Elective Courses in Speech Communication may be selected from the Speech Communication course offerings.
2. Recommended Related Courses
English 319, Journalism 270, Psychology 201, Psychology 240.

Bachelor of Arts in Theatre**35 sem. hrs.**

Speech Com.	105	Voice and Diction.....	3
Theatre	110	Introduction to Theatre.....	2
	114	Body Training and Stage Movement.....	2
	140	Theatre Production.....	2
	148 ¹	Theatre Workshop.....	1
	212	Theatre Makeup.....	1
	220	Oral Interpretation.....	2
	230	Acting.....	2
	238	Acting Workshop I-IV.....	1
	244	Intro. to Th. Design.....	3
	260	Theatre History.....	3
	336	Directing.....	2
	438	Directing Practicum.....	1
Electives in Theatre ²		10

1. One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatre Production). Previously acquired credit will not fulfill the requirement.
2. At least 5 hours in Theatre electives must be in upper division courses.

Theatre Minor**25 sem. hrs.**

Speech Com. 105	Voice and Diction.....3
Theatre 110 or 100	Introduction to Theatre or Theatre Appreciation.....2
114	Body Training and Stage Movement.....2
140	Theatrical Production.....2
148*	Theatre Workshop I-IV.....1
212	Theatrical Make-up.....1
220	Oral Interpretation.....2
230	Acting.....2
238	Acting Workshop I-IV.....1
244	Intro. to Theatrical Design.....3
260	Theatre History.....3
336	Directing.....2
438	Directing Practicum.....1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Previously acquired credit in Theatre 148 or 348 will not fulfill the requirement.

Elective Courses in Theatre

May be selected from the Theatre course offerings.

Recommended Related Courses

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

Performance

In order that a student minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level of proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Town and Gown Players, Masquers, Jr., or studio theatre presentations.

Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.

Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.

Radio/TV: acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Teaching Field in Oral Communications**(Speech Communication and Theatre)****Single Teaching Field, Grades 5-12****32 sem. hrs.****Required Courses****27 hrs.**

Speech Com. *105	Voice and Diction.....3
*171	Introduction to Broadcasting.....2

Theatre**	*140	Theatrical Production.....	2
	*148	Theatre Workshop.....	1
Speech Com.	*221	Classroom Communication.....	3
Theatre	*220	Oral Interpretation.....	2
Speech Com.	*337	Persuasive Communication.....	2
	*241	Argumentation and Debate.....	3
	345	Oratory.....	1
Theatre	*230	Acting.....	2
	*336	Theatrical Directing.....	2
	*438	Theatrical Directing Practicum.....	1
Speech Com.	459	Speech Correction.....	3
	***431	Methods and Materials for Teaching Speech Communication and Theatre.....	2

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431 must be taken during the Initial Performance Practicum. It must be taken in either the junior or senior year by all oral communications majors.

Elective Courses

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

Oral Communications, Subject Specialization 5-8

26 sem. hrs.

Required Courses

Speech Com.	105	Voice and Diction.....	3
	171	Introduction to Broadcasting.....	2
	221	Classroom Communication.....	3
Theatre	220	Oral Interpretation.....	2
Speech Com.	337	Persuasive Communication.....	2
or			
Speech Com.	233	Interpersonal and Small Group Com.....	3
Theatre	230	Acting.....	2
	336	Directing.....	2
	438	Directing Prac.....	1
	350	Children's Drama.....	3
	354	Creative Drama Practicum.....	1
Speech Com.	459	Speech Correction.....	3
	*431	Methods and Materials in Teaching Speech Communication and Theatre.....	2

*Speech Communication 431 must be taken during the Initial Performance Practicum.

Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 5-12 or 5-8) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Professional Block by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary cocurricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Performance Areas—(see list on page 71)



Health Careers

Bachelor of Science Degree in Allied Health Administration (For students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide practicing clinical level health professionals with the education to become lower and middle level supervisors and managers in health care agencies. It is specifically designed for health service practitioners with an Associate in Science or Associate in Applied Science Degree who need administrative skills.

Successful completion of the applicable associate degree curriculum constitutes the first two years of this program. Students with associate degrees in any health career area will be given consideration.

To be eligible for admission to the Bachelor of Science Degree Programs in Allied Health Administration, a student must have an Associate Degree in a health related field from a college accredited by a regional association of colleges and schools.

The program is in effect a B.S. in Allied Health Administration with the associate degree in the health care profession serving as the minor. Requirements include general studies courses, business courses and core Allied Health courses. The Program may be completed on a full-time or part-time student basis.

B.S. Allied Health Administration Minor in Medical Laboratory Technology

Course Requirements

135 Sem. hrs.

Semester 5

English*	250	Survey of English Literature.....	3
Social Science/History*		3
Fine Arts*		2
Allied Health	102	Pathophysiology of Disease.....	3
Chemistry	305	Organic Chemistry.....	4
			15

Semester 6

English*	260	Survey of American Literature.....	3
Social Science/History*		3
Physical Ed.*		Any basic activity course.....	1
Management	308	Personnel Management.....	3
Chemistry	306	Organic Chemistry.....	4
			14

Semester 7

Allied Health	427	Health Record Administration.....	3
Economics	201	Economic Principles and Problems.....	3
Allied Health	301	Health Care Organizations.....	3
Management	309	Principles of Management.....	3
Biology	219	Zoology.....	4
			16

Semester 8

Biology or Biology	220 221	Invertebrate Zoology Vertebrate Zoology.....	 4
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Speech*	100	Introduction to Speech.....	3
Allied Health	302	Management Prob. of Health Care Delivery System.....	3
Allied Health	401	Allied Health Practicum and Seminar.....	4
	372	Legal and Medical Ethics.....	3
			17

Electives

CS	100	Introduction to Electronic Data Processing
or		
CS	102	Principles of Computer Programming
Allied Health	100	Medical Terminology
	199	Special Topics in Allied Health
Business	310	Statistics

*General Studies Requirement.

B.S. in Allied Health Administration Minor in Medical Record Technology

Course Requirements**128-130 Sem. hrs.****Semester 5**

English*	250	Survey of English Literature.....	3
Fine Arts*			2
Economics	201	Economic Principles and Problems.....	3
Science/Math* (Take one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Elective.....			3
			14-15

Semester 6

English*	260	Survey of English Literature.....	3
Allied Health	372	Legal and Medical Ethics.....	3
Physical Education*		Any basic activity course.....	1
Science/Math* (Continue one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Management	308	Personnel Management.....	3
Elective.....			3
			16-17

Semester 7

Allied Health	301	Health Care Organization.....	3
Speech*	100	Introduction to Speech Communication.....	3
Management	309	Principles of Management.....	3
Business (Take one of the following courses):			3
Business 141		Business Mathematics	
306		Business Law	
Office Administration 251		Business Communications	
340		Principles of Word Processing	
Elective.....			3
			15

Semester 8

Allied Health	302	Management Problems of Health Care Delivery Systems.....	3
	401	Allied Health Practicum and Seminar.....	4
Management	390	Human Behavior in Organization.....	3
History/Social Science*			3
Elective.....			3
			16

*General Studies Requirement.

B.S. in Allied Health Administration Minor in Nursing

Course Requirements

137 Sem. hrs.

Semester 5

English*	250	Survey of English Literature.....	3
Fine Arts*			2
Economics	201	Economic Principles and Problems.....	3
Sociology	200	Social Problems.....	3
Science or Math*			3-4
Allied Health	301	Health Care Organizations.....	3
			17-18

Semester 6

English*	260	Survey of American Literature.....	3
CS	100	Introduction to Electronic Data Processing.....	3
or			
CS	102	Principles of Computer Programming.....	3
Science or Math*			3-4
Management	309	Principles of Management.....	3
Speech Com.	100	Introduction to Speech Communication.....	3
			15-16

Semester 7

Psychology (Take one of the following courses):.....			3
Psychology**	230	Social Psychology (Sociology 230)	
	260	Industrial and Personnel Psychology	
	330	Developmental Psychology	
	350	Physiology Psychology	
Business (Take one of the following courses):.....			3
Business	306	Business Law	
Management	390	Human Behavior in Organization	
Speech Communication (Take one of the following courses):.....			2-3
Speech	215	Nonverbal Communication.....	2
	233	Small Group Communication.....	3
	361	Speech for Professionals.....	3
	369	Com. in Organizations.....	3
Management	308	Personnel Management.....	3
Allied Health	427	Health Records Administration.....	3
Physical Education*		Any basic activity course.....	1
			15-16

Semester 8

Elective.....			3
Sociology (Take one of the following courses):.....			3
Sociology*	230	Social Psychology (Psychology 230)	
	310	Sociology of the Family	
	340	Juvenile Delinquency	
	450	Minority Groups.....	3
Allied Health	372	Legal and Medical Ethics.....	3
	302	Management Problems of the Health Care Delivery System.....	3
	401	Allied Health Practicum and Seminar.....	4
			16

*General Studies Requirement.

**Sociology and Psychology may not be used to meet both Psychology and Sociology requirements.

B.S. in Allied Health Administration Minor in Veterinary Technology**

Course Requirements

137 Sem. hrs.

Semester 5

Allied Health	301	Health Care Organizations.....	3
Management	308	Personnel Management.....	3
Economics	201	Economic Principles and Problems.....	3
English*	250	Survey of English Literature.....	3
Speech Com.	103	Listening Skills.....	1
Science* (Take one of the following series):.....			3-5
Chemistry 105 (5 hours) and Chemistry 106 (5 hours)			
Math 111 (3 hours) and Math 112 (3 hours)			
Physics 101 (4 hours) and Physics 102 (4 hours)			

16-18

Semester 6

Allied Health	302	Management Problems of the Health Care Delivery System.....	3
Management	309	Principles of Management.....	3
Science*	(Continue one of the series as listed above—Semester 5).....		3-5
Physical Education*		Any basic activity course.....	1
History and Social Science*			3
English*	260	Survey of American Literature.....	3

15-17

Semester 7

Allied Health	427	Health Records Administration.....	3
Accounting	201	Principles of Accounting.....	3
Allied Health	412	Veterinary Law & Ethics.....	1
CS	100	Intro. to Electronic Data Processing.....	3
or			
CS	102	Principles of Computer Programming.....	3
Management (Take two of the following courses):.....			6
ECON 202 Economic Principles and Problems			
MARKETING 300 Retailing			
MANAGEMENT 305 Small Business Management			
ACCOUNTING 202 Principles of Accounting II			
BUSINESS 306 Business Law			

16

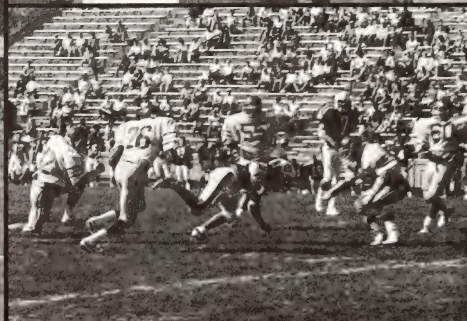
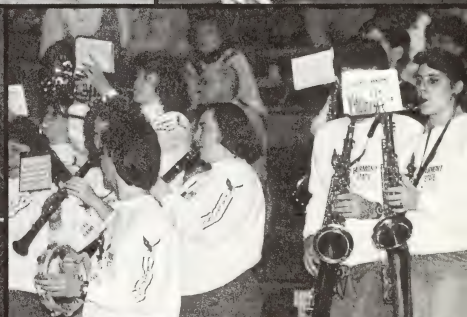
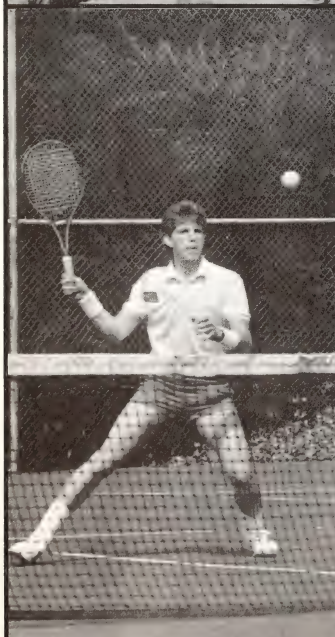
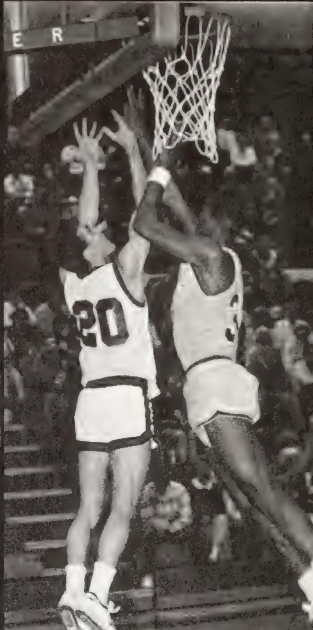
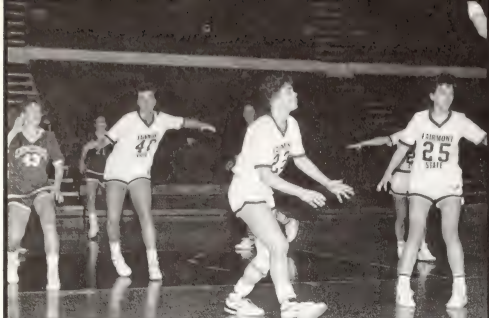
Semester 8

Allied Health	401	Allied Health Practicum and Seminar.....	4
	372	Legal and Medical Ethics.....	3
Fine Arts*.....			2
Management (Take one of the courses listed in Semester 7 above).....			3
Communication (Take one of the following courses):.....			2-3
Speech Communication	215	Non-Verbal Communication	2
	233	Small Group Communication	3
	361	Speech for Professionals	3

14-15

*General Studies Requirement.

**Animal Health Technology Minor from any institution.



Health, Physical Education, Recreation, and Safety

The Division of Health, Physical Education, Recreation, and Safety offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Bachelor of Science—Health Science

Major

58 sem. hrs.

Course Requirements

HTH	100	Personal Health.....	2
	150	Introduction to Health Science.....	2
	202	Community Health Problems (PR: Biology 101 and 102).....	3
	370	Contemporary Health Issues (PR: Psychology 101 and Sociology 110).....	3
	410	Seminar in Public Health Education.....	4
	412	Drug Use—Abuse—Addiction.....	2
	415	Human Sexuality.....	2
	425	Environmental Health.....	2
	450	Field Practicum in Public Health.....	4

Major—Related Requirements

PE	211	Anatomy and Physiology (PR: Biology 101, 102).....	4
EMS	100	Emergency Medical Training.....	4
SAF	203	General Safety Education.....	3
CHEM	101	General Chemistry.....	4
	102	General Chemistry.....	4
PSY	210	Personal Adjustment.....	3
	250	Community Psychology.....	3
SOC	200	Social Problems.....	3
	230	Social Psychology.....	3
EDUC	220	Areas of Exceptionality in Special Education.....	3

Minor—Health Science

20 sem. hrs.

HTH	100	Personal Health.....	2
	150	Introduction to Health Science.....	2
	202	Community Health Problems (PR: Biology 101 and 102).....	3
	370	Contemporary Health Issues (PR: Psychology 101, Sociology 110).....	3
	410	Seminar in Public Health Education.....	4
	412	Drug Use—Abuse—Addiction.....	2
	415	Human Sexuality.....	2
	425	Environmental Health.....	2

The Division of Health, Physical Education, Recreation and Safety offers a Bachelor of Arts Degree in Health Education K-12.

Teaching Field in Health Education K-12**Course Requiements****38 sem. hrs.**

HTH	100	Personal Health.....	2
	150	Introduction to Health Science.....	2
	200	Foundations of Health Education.....	2
	202	Community Health Problems.....	3
	310	School Health Programs.....	3
	370	Contemporary Health Issues.....	3
	400	Methods in Elementary Health Instruction.....	2
	410	Seminar in Public Health Education.....	4
	431	Methods and Materials in Health Education.....	2
		Anatomy and Physiology.....	4
PE	211	First Aid.....	2
SAF	101	General Safety Education.....	3
	203		

Electives - Select six hours from one of the following groups.

HTH	412	Drug Use—Abuse—Addiction.....	2
	415	Human Sexuality.....	2
	425	Environmental Health.....	2
or			
EDUC	220	Areas of Exceptionality in Special Education.....	3
	221	Education of Exceptional Children.....	3



Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades 5 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science—Physical Education

Major

Course Requirements			43 sem. hrs.
Sport Science			13
PE	211	Anatomy and Physiology (PR: Biology 101 and 102).....	4
	212	Physiology of Exercise (PR: PE 211).....	3
	313	Mechanical Analysis of Sport (PR: PE 211).....	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222).....	3
Sport Theory			4
PE	121	Intro. Seminar in Educational Sport.....	2
	222	Foundations of Educational Sport (PR: PE 121).....	2
Sport Laboratory			12
PE	231	Early Psychomotor Activities (PR: PE 121, Majors Only).....	2
	232	Basic Aquatics (PR: PE 121, Majors Only).....	2
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only).....	2
		Minimum 8 hours	
	234	Individual and Dual Sports (PR: PE 231).....	2
	235	Team Sports—Men's Regulations (PR: PE 231).....	2
	236	Team Sports—Women's Regulations (PR: PE 231).....	2
	237	Gymnastics—Men's Regulations (PR: PE 231).....	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231).....	2
REC	146	Folk and Square Dance.....	2
Related Science			8
CHEM	101	General Chemistry.....	4
PHYS	101	Introduction to Physics.....	4
Required Electives (Select Two)			6
PSY	230	Social Psychology.....	3
	240	Statistics.....	3
SOC	301	Anthropology.....	3

Minor**Course Requirements****35 sem. hrs.**

Sport Science				13
PE	211	Anatomy and Physiology (PR: Biology 101 and 102).....	4	
	212	Physiology of Exercise (PR: PE 211).....	3	
	313	Mechanical Analysis of Sport (PR: PE 211).....	3	
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222).....	3	
Sport Theory				4
PE	121	Introductory Seminar in Educational Sport.....	2	
	222	Foundations of Educational Sport.....	2	
Sport Laboratory				10
PE	232	Basic Aquatics (PR: PE 121, Majors Only).....	2	
		or		
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent).....	2	
				Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231).....	2	
	235	Team Sports—Men's Regulations (PR: PE 231).....	2	
	236	Team Sports—Women's Regulations (PR: PE 231).....	2	
	237	Gymnastics—Men's Regulations (PR: PE 231).....	2	
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231).....	2	
REC	146	Folk and Square Dance.....	2	
Related Science				8
CHEM	101	General Chemistry.....	4	
PHYS	101	Introduction to Physics.....	4	

Teaching Field in Physical Education**Single Teaching Field 5-12****38 sem. hrs.****Course Requirements**

Sport Science				13
PE	*211	Anatomy and Physiology (PR: Biology 101 and 102).....	4	
	*212	Physiology of Exercise (PR: PE 211).....	3	
	*313	Mechanical Analysis of Sport (PR: PE 211).....	3	
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222).....	3	
Sport Theory				13
PE	*121	Introductory Seminar in Educational Sport.....	2	
	*222	Foundations of Educational Sport (PR: PE 121)....	2	
	*223	Evaluation of Instruction in Sport (PR: PE 222)....	3	
	*324	Educational Sport (PR: PE 222, 223).....	3	
	*325	Psychomotor Analysis Lab (PR: PE 231 and 324).....	3	
Sport Laboratory				12
PE	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121).....	2	

	*232	Basic Aquatics (PR: PE 121, Majors Only).....2	
		or	
	*233	Advanced Aquatics and Lifesaving (PR: PE 121, Majors Only, Consent).....2	
		Minimum 8 hours	
	*234	Individual and Dual Sports (PR: PE 231).....2	
	*235	Team Sports—Men's Regulations (PR: PE 231)....2	
	*236	Team Sports—Women's Regulations (PR: PE 231) 2	
	*237	Gymnastics—Men's Regulations (PR: PE 231).....2	
	*238	Gymnastics/ Modern Dance—Women's Regulations (PR: PE 231).....2	
REC	*146	Folk and Square Dance.....2	
*Must be completed prior to the Initial Performance Practicum.			

Subject Specialization K-12**43 sem. hrs.****Course Requirements**

Sport Science			13
PE	*211	Anatomy and Physiology (PR: Biology 101-102).....4	
	*212	Physiology of Exercise (PR: PE 211).....3	
	*313	Mechanical Analysis of Sport (PR: PE 211).....3	
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 211).....3	
Sport Theory			13
PE	*121	Introductory Seminar in Educational Sport.....2	
	*222	Foundations of Educational Sport (PR: PE 121).....2	
	*223	Evaluation of Instruction in Sport (PR: PE 222).....3	
	*324	Educational Sport (PR: PE 222, 223).....3	
	*325	Psychomotor Analysis Lab (PR: PE 231, PE 324).....3	
Sport Laboratory			12
PE	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121).....2	
	*232	Basic Aquatics (PR: PE 121, Majors Only).....2	
		or	
	*233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent).....2	
		Minimum 8 hours	
	*234	Individual and Dual Sports (PR: PE 231).....2	
	*235	Team Sports—Men's Regulations (PR: PE 231)....2	
	*236	Team Sports—Women's Regulations (PR: PE 231).....2	
	*237	Gymnastics—Men's Regulations (PR: PE 231)....2	
	*238	Gymnastics/ Modern Dance—Women's Regulations (PR: PE 231).....2	
REC	*146	Folk and Square Dance.....2	
Related Requirements			5
HTH	204	Health/Safety Seminar.....3	
PE	431	Methods and Materials in Teaching Physical Education.....2	

*Must be completed prior to the Initial Performance Practicum.

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees

24 sem. hrs.

Course Requirements

REC	141	Introduction to Recreation.....	3
	143	Outdoor Recreation.....	3
	144	Group Leadership (PR: REC 141).....	3
	145	Program Planning and Organization (PR: REC 141).....	2
	146	Folk and Square Dance.....	2
	301	Day Camp Administration (Summer Sessions Only)	3
PE	234	Individual and Dual Sports.....	2
SAF	200	Accident Analysis and Emergency Care.....	2
Minimum 2 hours			
PE	232	Basic Aquatics.....	2
	233	Advanced Aquatics—Lifesaving.....	2
	381	Water Safety Instructors.....	2
Minimum 2 hours			
	235	Team Sports—Men's Regulations.....	2
	236	Team Sports—Women's Regulations.....	2

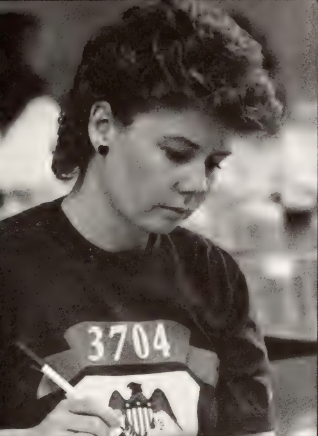
Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements

15 sem. hrs.

PE	355	Scientific Foundations of Sport Coaching.....	4
	356	Administration and Coaching of Sport.....	3
	357	Medical-Legal Aspects of Sport Coaching.....	2
	358	Techniques of Sport Coaching.....	6



Language and Literature

(English, French, German, Spanish, Journalism,
and Library Science)

English

The English program provides instruction in the English language and literature as part of the College's general requirements. In addition, the department offers a bachelor of arts degree and two degrees in English education. Two minors, one in business and technical writing and one in literature, are also available. Students in any program may select from a variety of courses to enhance their knowledge of English.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 22 or higher on the English part of the ACT. See page 16.

Major in English—Bachelor of Arts

30 sem. hrs.

Preliminaries: In addition to the General Studies requirements in English (Eng. 104, 108, 250, 260), the major is required to complete 30 hours of English courses beyond the 200 level, according to the following plan:

Section 1. All students must take:

English 315, Shakespeare.....3

English 341, Survey of World Literature.....3

Section 2. Students must select one course from each of the following groups:

Group A

(Select one).....3

English 353, Eighteenth Century Literature

420, Seventeenth Century Literature

421, Chaucer*

Group B

(Select one).....3

English 311, Literature of the Romantic Period

312, Literature of the Victorian Period

346, The British Novel

Group C

(Select one).....3

English 319, General Semantics

321, Study of the English Language

421, Chaucer*

Group D

(Select one).....3

English 302, Narrative and Descriptive Writing

413, Expository Writing

Group E

(Select one).....3

English 347, The American Novel

350, American Prose

360, Major American Poets

Group F

(Select one)	3
English 318, Modern Drama	
343, The Current Scene in Literature	

*Chaucer may be counted only once, either in Group A or C.

Section 3. Six additional hours must be selected from among the groups in Section 2 or from a combination of those and the following courses

English 322, The Short Story	
342, Survey of World Literature	
348, The Bible as Literature	
351, Minority Literature	
352, Southern Literature	
372, The Art of the Motion Picture	
376, Civilisation—A Personal View	
422, The British Drama	
423, Literary Criticism	

Section 4. The following courses can only be taken as electives. They do not count toward the required 30 hours.

English 207, Children's Literature	
371, Folk Literature	
450, Honors Literature*	
460, Independent Studies	

*To enroll, a student must have the consent of the Honors Committee.

Minor in English**18 sem. hrs.**

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor is required to complete 18 hours in English courses beyond the 200 level, according to the following plan:

Required Courses on the 300-400 level:**18 sem. hrs.**

English 315, Shakespeare	3
341, Survey of World Literature	3
One course selected from Groups A or B, above	3
One course selected from Groups C or D, above	3
Two courses, 300-400, selected from Sections 1-3, above	6

OR**Minor in Business and Technical Writing****18 sem. hrs.**

Preliminaries—In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor taking this option is required to complete 18 hours in English and Journalism courses according to the following plan:

English 109, Technical Report Writing	3
309, Advanced Technical Communication	3
319, General Semantics	3
413, Expository Writing	3
Journalism 240,* Reporting I	3
312, Publication Problems	3

*Journalism 240 should be taken before Journalism 312.

Teaching Field in English and Language Arts**English-Language Arts Single Teaching Field 5-12****37 sem. hrs.****Requirements**

Journalism	240	Reporting I.....	3
Education	*300	Reading Process.....	2
	*304	Developmental Reading.....	2
English	315	Shakespeare.....	3
	319	General Semantics.....	3
	*321	Study of the English Language.....	3
	423	Literary Criticism.....	3

Selective Requirements (choose any two courses from the following group).....6

English	311	Lit. of the Romantic Period
	312	Lit. of the Victorian Period
	353	Eighteenth-Century Lit.
	420	Seventeenth-Century Lit.
	421	Chaucer

Selective Requirements (choose one course from each of the following groups)

English	318	Modern Drama or	
	422	The British Drama.....	3
	346	The British Novel or	
	347	The American Novel.....	3
	302	Narr. and Descrip. Writing or	
	413	Expository Writing.....	3
	343	The Current Scene in Lit. or	
	351	Minority Literature or	
	352	Southern Literature or	
	360	Major American Poets.....	3

English Language Arts Subject Specialization 5-8**28 sem. hrs.****May be added to 5-12 or 9-12 only****Requirements**

English	207	Children's Literature.....	3
	315	Shakespeare.....	3
	319	General Semantics.....	3
	*321	Study of the English Language.....	3
	342	Survey of World Literature.....	3
	343	The Current Scene in Literature.....	3
Education	*300	The Reading Process.....	2
	*304	Developmental Reading.....	2

Selective Requirements (choose from each of the following groups)

English	351	Minority Literature or	
	352	Southern Literature.....	3
	302	Narrative and Descr. Writing or	
	413	Expository Writing.....	3

English-Language Arts Subject Specialization 5-8**23 sem. hrs.****May be added to multi-subjects only****Requirements**

English	207	Children's Literature.....	3
	302	Narrative and Descr. Writing.....	3

319	General Semantics.....	3
*321	Study of the English Language.....	3
322	The Short Story.....	3
360	Major American Poets.....	3
*431	Methods of Teaching English.....	2

Selective Requirements (choose one course from the following group)..... 3

Library Sci. 210	Lib. Materials for Adolescents
English 341	Survey of World Lit.
348	The Bible as Literature
371	Folk Literature

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

(In collaboration with the Foreign Language Department of West Virginia University)

B.A. and B.A. in Education

30 sem. hrs.

(Single Teaching Field, Grades 5-12)

Required Courses

Note that six hours of the starred courses can be taken at West Virginia University, normally during one summer session. Alternatively, these courses may be taken on the Fairmont State College Campus. See section on Advanced standing, page 16.

French	101	Elementary French I.....	3
	102	Elementary French II.....	3
	201	Intermediate French I.....	3
	202	Intermediate French II.....	3
	*292	Pro-Seminar. First Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each).....	6
		or	
	**292	Pro-Seminar. Second Option. (Conversation and Contemporary (French Culture).....	6
		or	
	***292	Pro-Seminar. Third Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each.....	6
	311	French Composition and Conversation I.....	3
	312	French Composition and Conversation II.....	3
	314	French Civilization and Culture.....	3
	426	Main Currents of French Literature and Culture.....	3

*France in Perspective and Contemporary Literature are taken as a group on the West Virginia University Campus, normally during one summer session, and are the Pro-Seminar Topics assigned by Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas. This is optional and may be taken instead of the above campus program Options One and Three.

***France in Perspective and Contemporary Literature are taken as a group on the Fairmont State Campus. These Pro-Seminar Topics parallel those in the First Option.

Minor**24 sem. hrs.****Required Courses****15**

101, 102, 201, 202, and either 311 or 312

Electives**9**

Selected from any of the remaining French courses.

French Subject Specialization, Grades 5-8**Required Courses****20 sem. hrs.**

French	101	Elementary French I.....	3
	102	Elementary French II.....	3
	201	Intermediate French I.....	3
	202	Intermediate French II.....	3
	311	French Composition and Conversation I or French 312 Composition and Conversation II.....	3
	314	French Civilization and Culture.....	3
	431	Methods and Materials in Teaching French.....	2

For any six semester hours, except 101 and 102, of the above courses, French 292 Pro-Seminar, six semester hours, in the West Virginia University French program overseas, in one semester session, may be taken.

German

In today's shrinking world, it is increasingly useful—and often necessary—to speak, read, write and understand a foreign language. The German program is designed to foster these skills in the student who seeks to understand and communicate with the millions of people who speak the Germanic tongue. Elementary offerings are basic: vocabulary, grammar, pronunciation and an introduction to German culture. Intermediate courses build on this foundation and offer opportunities for a deeper understanding of the German people through a continued study of the literature and discussions of current events. See section on Advanced standing, page 16.

Minor**18 sem. hrs.****Required Courses**

German	101, 102	Elementary German I, II.....	6
	201, 202	Intermediate German I, II.....	6

Electives from the following courses:

German	210	Masterpieces of German Literature.....	3
	230	German Special Topics II.....	3
	301	The German Novelle.....	3
	302	German—Drama and Lyric Poetry.....	3
	303	Special Topics.....	3

Journalism

The Journalism curriculum provides students with a varied academic program and unlimited choices for practical mass media experience. Academically, students may select from the following Journalism programs:

- **Journalism as a teaching specialization, grades 9-12**—for those who will teach high school journalism and advise school newspapers, yearbooks, magazines, etc. Offered as a single teaching field or teaching major, it requires a minimum of 24 semester hours plus an additional teaching field and departmental recommendation.
- **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees offered at this college. The minor provides non-teaching students with two options: the 16-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.
- **Journalism as an Interdisciplinary Degree concentration** with at least one other field. Course selection is dependent upon individual career goals and faculty and administrative approval of students' proposals for their individual programs. (See Interdisciplinary Degree information on page 123.)
- **Journalism as part of the Board of Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval. (See Board of Regents' degree information on page 275.)

All of these programs provide additional expertise in Journalism through practical experiences through staff work on the award-winning student publications—*The Columns*, the college's weekly newspaper, and *Mound*, the college yearbook, both of which consistently achieve national and state recognition for excellence—and by internships at the local newspaper, the *Times-West Virginian*, where students master usage of video display terminals while gaining reportorial skills as reporters under the supervision of professional journalists.

Students in any of these Journalism programs should consult the Journalism coordinator in 121 Library Building either before enrolling or before the end of their first semester on campus to determine the schedule and sequence of courses and to apply for work on the student publications. Staff work is open to all students.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240, 312, 320, and 343); in English Education (Journalism 240); and in Commercial Design/Graphics Technology (Journalism 320). Students in any of these programs should check with the Journalism coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Attention should be paid to the fact that completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312, 330, 340, 341, and 343. Enrollees should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, The Newspaper and Society, and the History of American Journalism. Secondary teachers, whatever their major, may choose Journalism as an additional teaching field.

Those interested in advising school publications should complete the 24 hours required for teacher certification, grades 5 or 7-12. Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

Designed to meet the needs of both teaching and non-teaching students, the journalism program has five broad objectives: to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material for the media so that

both journalism teaching majors and non-teaching minors are prepared for work in print or broadcast journalism.

Journalism students are urged to elect courses in language, literature, commerce, social studies, broadcasting and printing if they plan careers in mass communications. **Non-teaching minors, as well as students with journalism as a teaching specialization, must take active parts in publishing the college newspaper, *The Columns*, and the yearbook, *Mound*, in order to receive departmental recommendation.** Completion of course requirements without practical application as staffers on these publications is not sufficient preparation for effective journalists.

Journalism Teaching Field,** Grades 9-12

24 sem. hrs.

Course Requirements

Journalism	*240	Reporting I.....	3
	*270	Communications in Society.....	2
	*280	History of American Journalism.....	3
	*312	Publications Problems.....	3
	320	Principles of Advertising.....	3
	334	News Photography.....	2
	*340	Journalism Practice.....	2
	*343	Copy Editing and Makeup.....	3

A minimum of three elective hours is required to complete these requirements:

Journalism	271	The Newspaper and Society.....	3
	330	Advanced Reporting.....	3
	341	Journalism Practice.....	2

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

**Students in this field must complete an additional teaching field or specialization for Grades 5-12. Journalism 240 should be followed as soon as possible by Journalism 343 so students will be ready for practical experience working on campus publications.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees

16 sem. hrs.

Journalism	*240	Reporting I.....	3
	270	Communications in Society.....	2
	280	History of American Journalism.....	3
	312	Publications Problems.....	3
	334	News Photography.....	2
	343	Copy Editing and Makeup.....	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Journalism Minor-Technical Writing Option

18 sem. hrs.

English	109	Technical Report writing.....	3
Journalism	*240	Reporting I.....	3
	343	Copy Editing and Makeup.....	3
	312	Publications Problems.....	3
English	319	General Semantics.....	3

A minimum of three elective hours must be selected from among these courses:

English	413	Expository Writing.....	3
	309	Advanced Technical Communication.....	3
	330	Advanced Reporting.....	3

In addition, the following electives are suggested:

English	309	Advanced Technical Communication.....	3
	413	Expository Writing.....	3

Journalism	330	Advanced Reporting.....	3
	340	Journalism Practice.....	2
	341	Journalism Practice.....	2
	320	Principles of Advertising.....	3
	334	News Photography.....	2
	343	Copy Editing and Makeup.....	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

A minimum of three elective hours is required to complete the requirements of the journalism teaching field:

Journalism	271	The Newspaper and Society.....	3
	330	Advanced Reporting.....	3
	341	Journalism Practice.....	2

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools, students who desire a minor that will prepare them for positions in public, academic, and special libraries, and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Minor

24 sem. hrs.

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Lib. Sci.	200	Reference and Bibliography.....	3
	210	Library Materials for Adolescents.....	3
	302	Cataloging and Classification.....	3
	304	Organization and Administration.....	3
	305	Library in the Educational Process.....	3
	400	Library Practice.....	3
English	207	Children's Literature.....	3
Education	424	Educational Technology.....	3

Teaching Field as School Librarian

School—Library Media K-12

24 sem. hrs.

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

Lib. Sci.	*200	Reference and Bibliography.....	3
	*210	Library Materials for Adolescents.....	3
	*302	Cataloging and Classification.....	3
	*304	Organization and Administration.....	3
	*305	Library in the Educational Process.....	3
	400	Library Practice.....	3

English	*207	Children's Literature.....	3
Education	*424	Educational Technology.....	3

*Must be completed prior to admission to I.P.P.

Spanish

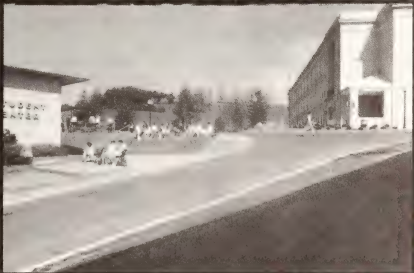
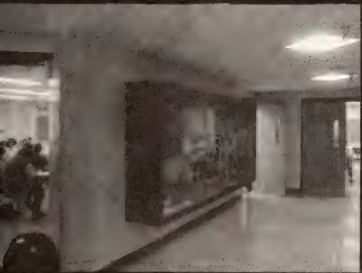
Students taking Spanish courses enroll in a program aimed at developing skills in reading, speaking, understanding, and writing the Spanish language. Information about the cultures of Spain and Latin America forms a part of the courses offered in the program with the view that there will be increased commercial, political, and cultural contact with the Spanish-speaking peoples of the world. See section on Advanced Standing, Page 16.

Minor B.A. and B.S. Degrees

18 sem. hrs.

Spanish	101	Elementary Spanish I.....	3
	102	Elementary Spanish II.....	3
	201	Intermediate Spanish I.....	3
	202	Intermediate Spanish II.....	3
	310	Spanish Civilization and Culture.....	3
	320	Latin American Civilization and Culture.....	3





Science and Mathematics

(Biology, Chemistry, Geology, Mathematics, Physical Science, and Physics)

Biology

The Division of Science and Mathematics offers programs designed to service both undergraduate non-majors and those pursuing major areas of study in the biological sciences. The student may earn a B.A. in Education or a Bachelor of Science degree. The Division employs a highly specialized staff capable of instructing in areas from classical biology to molecular biology. Field research and field studies are highly stressed as integral parts of the overall program. Facilities and equipment are available for independent research by students and/or staff.

All biology laboratories are located on the fourth floor of Hunt-Haught Hall. This modern facility consists of eight student labs with modern equipment including closed-circuit TV, three research rooms, a photographic darkroom, and animal room and a plant house.

Students in both the B.S. and B.A. in Education degree programs are required to complete eight basic courses in biology designed to provide a comprehensive understanding of plant and animal life. Electives may be chosen from a wide range of advanced courses.

Advanced undergraduates are regularly employed as paid laboratory assistants.

Bachelor of Science Degree

Major

55-57 sem. hrs.

Required Courses

26 sem. hrs.

Biology	219	General Zoology.....	4
	220	Invertebrate Zoology.....	4
		or	
	221	Vertebrate Zoology.....	4
	230	General Botany.....	4
	310	Cell Biology.....	3
	370	Plant Physiology.....	4
	380	Genetics.....	3
	210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany.....	3
	490	Seminar in Biology.....	1

Electives*

10 sem. hrs.

Required Related Courses

19-21 sem. hrs.

Chemistry	101, 102	8
	or		
	**105, 106	10
Physics	101, 102	8
Math	112		
	or		
	higher	3

*Ten hours of electives must be selected from the Biology curriculum.

**One unit of high school Chemistry is required for Chemistry 105, 106. Students lacking high school Chemistry must enroll in Chemistry 101 and 102.

Minor**25 sem. hrs.**

Biology	219	General Zoology.....	4
	220	Invertebrate Zoology.....	4
	or		
	221	Vertebrate Zoology.....	4
	230	General Botany.....	4
	310	Cell Biology.....	3
	370	Plant Physiology.....	4
	380	Genetics.....	3
	210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany.....	3

Teaching Field in Biology**Single Teaching Field, Grades 9-12****46 sem. hrs.****Required in Biological Science**

Biology	*219	General Zoology.....	4
	*220	Invertebrate Zoology.....	4
		or	
	*221	Vertebrate Zoology.....	4
	*230	General Botany.....	4
	*310	Cell Biology.....	3
	*370	Plant Physiology.....	4
	*380	Introduction to Genetics.....	3
	*210	Field Studies in Biology.....	3
		or	
	*285	Field Zoology.....	3
		or	
	*290	Field Botany.....	3

Electives in Biological Science**4 sem. hrs.****Required Related Courses**

Chemistry	*101, 102	General Chemistry.....	8
Physics	*101	Introduction to Physics.....	4
Geology	*102	General Geology.....	3
Science	431	Met. and Mat. in Teaching Science.....	2
		(offered only second semester of each year)	

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Chemistry

Three programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The B.A. degree in chemistry includes a less rigorous grounding in mathematics but provides background suitable for employment in chemical or health-related agencies or industrial laboratories. It is an ideal pre-medical curriculum or it can provide a stepping stone to graduate school in biochemistry, pharmacology, or related fields.

(3) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Bachelor of Science Degree

Major 64-67 sem. hrs.

Required Courses 44 sem. hrs.

Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	4
	206	Instrumental Analysis	5
	305, 306	Organic Chemistry	10
	405, 406	Physical Chemistry	8
	440	Intermediate Organic Chemistry	3
	450	Intermediate Inorganic Chemistry	3
	460	Seminar	1

Related Courses 20-23 sem. hrs.

Physics	101, 102	Introduction to Physics	8
Mathematics through	Calculus III		12-15

Bachelor of Arts Degree

Major 54 sem. hrs.

Required Courses 39 sem. hrs.

Chemistry	105, 106, 205, 206, 305-306 (10 sem. hrs.)
	340, 440, 450, 460

Related Courses 15 sem. hrs.

Physics	101, 102
Mathematics	112, 115

Minor 19-20 sem. hrs.

Required Courses

Chemistry	105, 106 and either 205, 206 or 305, 306 (10 hrs.)
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Teaching Field in Chemistry

Single Teaching Field, Grades 9-12 36 sem. hrs.

Chemistry	*105, 106	Chemical Principles	10
	*205	Analytical Chemistry	4
	*206	Instrumental Analysis	5
	*305	Organic Chemistry	4
	*340	Physical Approach to Modern Chemistry	3
Physics	*101, 102	Introduction to Physics	8
Science	*431	Meth. and Mat. in Teaching Science (offered only second semester each year)	2
Chemistry	101, 102 103	may be substituted for 105, 106 in all programs.	

*Courses marked with asterisk must be completed prior to admission to the Initial Performance Practicum.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics may satisfy the requirements for at least one of four options: (1) The Bachelor of Arts in Mathematics as preparation for graduate study in Mathematics. (2) The Bachelor of Science in Mathematics as a preparation for work in computing or for graduate study in computer science. (3, 4) The Bachelor of Arts in Education (with a single teaching field or a subject specialization) as preparation for teaching Mathematics.

Math 116, 315, 316, and 361 are included in the requirements of each of the first three options and should be completed early in the programs.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the stated requirements.

Students should consult with their adviser concerning credit for prerequisites and special examinations for course credit. (See advanced standing credit.)

Major (B.A. Degree)

30 sem. hrs.

Required Courses

21

116	Calculus I.....	4
315	Calculus II.....	4
316	Calculus III.....	4
361	Abstract Algebra.....	3
391	Introduction to Analysis.....	3
401	Differential Equations.....	3

Electives in Mathematics.....9

(To be selected by student and adviser)

Major (B.S. Degree)

30 sem. hrs.

Required Courses

21

116	Calculus I.....	4
315	Calculus II.....	4
316	Calculus III.....	4
335	Probability and Statistics.....	3
361	Abstract Algebra.....	3
362	Linear Algebra.....	3

Electives in Mathematics.....6

(To be selected by student and adviser)

Related Courses.....3

EDP 103 FORTRAN Programming I.....3

Minor

21 sem. hrs.

Required 116, 315, 316

Electives to be selected with adviser's approval. Three courses from the following with at least one from each group

9

Group I

335	Probability and Statistics I.....	3
336	Probability and Statistics II.....	3
342	Numerical Analysis.....	3
362	Linear Algebra.....	3
401	Differential Equations.....	3

Group II

200	Mathematical Logic.....	3
206	Introduction to Theory of Numbers.....	3
361	Abstract Algebra.....	3
391	Introduction to Analysis.....	3
411	Advanced Calculus.....	3

Teaching Field in Mathematics**Mathematics Subject Specialization 5-8****18 sem. hrs.**

Math	210	Mathematics for Elem. Teachers II.....	3
	115	Intermediate Mathematics II.....	4
	372	Modern Geometry	
	or		
	323	Mathematics for Elem. Teachers III.....	3
	212	Sets, Relations and Functions	
	or		
	361	Abstract Algebra.....	3
	431	Methods and Materials in Teaching Mathematics	2
CS	100	Intro. to Electronic Data Processing.....	3
or			
CS	101	Applied Technical Programming.....	3

Single Teaching Field 5-12**39 sem. hrs.**

Math	115	Intermed. Math II.....	4
	116	Calculus I.....	4
	315	Calculus II.....	4
	316	Calculus III.....	4
	361	Abstract Algebra.....	3
	372	Modern Geometry.....	3
	431	Meth. and Mat. Teaching Math.....	2
CS	102	Prin. of Programming I.....	3
	120	Educational Microcomputing.....	3

Electives from the following courses.....9

200	Mathematical Logic.....	3
201	Mathematical Logic.....	3
206	Intro. to Theory of Numbers.....	3
212	Sets, Relations, and Functions.....	3
214	History of Math.....	3
335	Probability and Statistics.....	3
342	Numerical Analysis.....	3
362	Linear Algebra.....	3
375	Topology.....	3
391	Intro. to Analysis.....	3
411	Advanced Calculus.....	3
413	Intro. to Complex Variables.....	3

Physics—Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

A B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees

31 hours

Required Courses

Physics 101, 102, and 310
 Physics 320, 321, or 420, 421
 Physics 340
 Mathematics 112, 115, and 116

Teaching Fields in Physics and General Science

Single Teaching Field

Physics Single Teaching Field, grades 9-12

33 sem. hrs.

Chemistry	*101	General Chemistry.....	4
	*102	General Chemistry.....	4
Physics	*101	Introduction to Physics.....	4
	*102	Introduction to Physics.....	4
	201	Demonstrations in Physics.....	2
	*310	Electricity and Electronics.....	4
		Electives.....	9
		Physics 6-9 hrs.	
		Chemistry 0-3 hrs.	
Science	431	Methods and Materials in Teaching Science.....	2
		(offered only second semester of each year)	

General Science Single Teaching Field 5-12

35 sem. hrs.

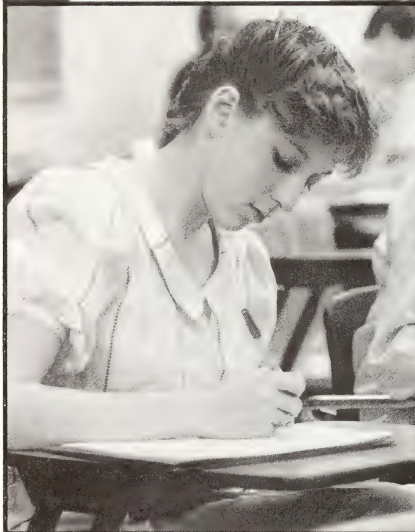
Biology	*101 and 102 or 103.....	8
Chemistry	*101-102.....	8
Geology	*101-102.....	6
Physics	*101-102.....	8
	*202.....	3
Phys. Sci.	431.....	2

General Science, Subject Specialization 5-8

31 sem. hrs.

Phys. Sci.	*100.....	2
	*103.....	2
	*105.....	2
Biology	*101 and 102 or 103.....	8
	*210 or 285 or 290.....	3
	*170.....	4
Phys. Sci.	*201-202.....	6
	*412.....	2
	431.....	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.



Social Science

(Criminal Justice, Geography, History, Philosophy, Political Science,
Psychology, Social Studies, and Sociology)

Criminal Justice

(Bachelor of Science)

Required Courses 128 hours

Required Criminal Justice 15 sem. hrs.

C.J.	100	Intro. to Criminal Justice.....	3
	206	Introduction to Corrections.....	3
	212	Abnormal Behavior & Crisis Intervention.....	3
	240	Adjudication Process.....	3
	320	Criminology.....	3

General Studies Requirements 36 sem. hrs.

The following courses in Social Studies are recommended:

History	108	United States History II.....	3
Pol. Sci	103	American Government.....	3
Psychology	101	Intro. to Psychology I.....	3
Sociology	110	Introductory Sociology.....	3

Required Courses in Allied Health 4 sem. hrs.

EMS	101	Techniques of Emergency Medical Services.....	4
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**Required Courses in Human Behavior and
Social Environment (Select from the following courses)** 21 sem. hrs.

Geography	315	Urban Geography.....	3
History	343	Urban History.....	3
Pol. Sci.	204	Intro. to Public Administration.....	3
	205	State and Local Government.....	3
	304	American Const. Government and Law.....	3
	404	Civil Liberties in the U.S.....	3
Psychology	210	Personal Adjustment.....	3
	230	Social Psychology.....	3
	250	Community Psychology.....	3
	494	Interpersonal Dynamics.....	3
Sociology	200	Social Problems.....	3
	310	Sociology of the Family.....	3
	340	Juvenile Delinquency.....	3
	450	Minority Groups.....	3

Criminal Justice Concentration (Select One)* 30 sem. hrs.

Law Enforcement—General 30 sem. hrs.

C.J.	101	Police Operations.....	3
	201	Traffic Law Enforcement.....	3
	202	Principles of Criminal Law I.....	3
	204	Police Defense Tactics.....	2
	209	Firearms.....	2
	210	Firearms Lab.....	1
C.J.	236	Criminal Investigation.....	3

246	Criminal Evidence and Procedure.....	3
302	Principles of Criminal Law II.....	3
310	Public and Police Administration.....	3
316	Community Relations in Crim. Justice.....	3
335	Analysis of Police Operations.....	3
340	Laws of Arrest, Search & Seizure.....	3
350	Group Techniques.....	3
365	Licit and Illicit Drugs.....	3
410	Research in Criminal Justice.....	3
411	Field Practicum.....	3
425	Evaluation of the Criminal Justice System.....	3
Approved Criminal Justice Electives.....		6
or		

Security**30 sem. hrs.**

C.J.	200	Criminalistics.....	3
	202	Principles of Criminal Law I.....	3
	204	Police Defense Tactics.....	3
	209	Firearms.....	2
	210	Firearms Lab.....	1
	236	Criminal Investigation.....	3
	246	Criminal Evidence and Procedure.....	3
	302	Principles of Criminal Law II.....	3
	315	Business and Industrial Security.....	3
	340	Laws of Arrest, Search & Seizure.....	3
	365	Licit and Illicit Drugs.....	3
	410	Research in Criminal Justice.....	3
	411	Field Practicum.....	3
	425	Evaluation of the Criminal Justice System.....	3
Saf	235	Fire Prevention and Inspection.....	3
Approved Criminal Justice Electives.....			6
or			

Corrections**30 sem. hrs.**

C.J.	202	Principles of Criminal Law I.....	3
	204	Police Defense Tactics.....	3
	209	Firearms.....	2
	210	Firearms Lab.....	1
	236	Criminal Investigations.....	3
	246	Criminal Evidence and Procedure.....	3
	302	Principles of Criminal Law II.....	3
	340	Laws of Arrest, Search & Seizure.....	3
	350	Group Techniques.....	3
	355	Analysis of Correctional Operations.....	3
	360	Community Based Corrections.....	3
	365	Licit & Illicit Drugs.....	3
	401	Independent Studies.....	1-3
	410	Research in Criminal Justice.....	3
	411	Field Practicum.....	3
	420	Juvenile Justice Process.....	3
	425	Evaluation of the Criminal Justice System.....	3
Psy.	210	Personal Adjustment.....	3
Approved Criminal Justice Electives.....			6

Criminal Justice Elective Courses (other than required in concentration)..... 4 sem. hrs.

Minor**18 sem. hrs.**

Minor in Political Science, Psychology or Sociology recommended.

Geography

Geography minors have the opportunity to (1) acquire an introductory background of geography, (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities, and problems, the resource base, and (3) study spatial variations in physical, social, economic and political phenomena of major and world regions.

Minor B.A. and B.S. Degrees

18 sem. hrs.

Required Courses in Geography

210	Introduction to Geography.....	3
305	Economic Geography.....	3
315	Urban Geography.....	3
Electives	Any other courses in Geography, Geology 101....	9

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:

- (1) Emphasis on developmental and evolutionary aspects of human experience.
- (2) Examinations of many different fields of human activity.
- (3) Freedom to select from insights and methods of many other fields.

Major

36 sem. hrs.

Required Courses

107, 108	United States History.....	6
111, 112	History of Civilization.....	6
	History Electives.....	24

Twenty-four semester hours in history are to be elected with the adviser's approval and must include at least one course from each of the three groups listed below.

Minor

24 sem. hrs.

Required Courses

107, 108	United States History.....	6
111, 112	History of Civilization.....	6
	History Electives.....	12

Group I. United States History

302	West Virginia.....	3
312	Diplomatic History of the United States.....	3
315	Colonial America.....	3
316	The American Federal and National Period.....	3
317	Civil War and Reconstruction.....	3
318	Gilded Age to the Great Crash.....	3
319	Recent America.....	3
320	American Economic History.....	3

326	American Constitutional Development.....3
371	Social History of the United States.....3
373	Social History of the American Woman.....3
380	Afro-American History and Culture.....3
381	Black Man in America.....3
390	The Ecology of Man.....3

Group II. Topical Studies in World History

250	History of Technology.....3
331	Revolutions in History.....3
342	Diplomatic and Military History.....3
343	Urban History.....3
344	Great Leaders of the 20th Century.....3
375	Philosophy of History.....3

Group III. World—Regional Histories

A. *Western Europe*

305	England.....3
325	Medieval Europe.....3
330	Early Modern Europe.....3
340	Modern Europe.....3
341	Recent Europe.....3
376	Civilization—A Personal View.....3

B. *Eastern Europe*

453	Russia.....3
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C. *Africa*

355	History of Africa.....3
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D. *Latin America*

352	History of Latin America.....3
455	ABC Powers of Latin America.....3

E. *Asia*

424	History of Asia I.....3
425	History of Asia II.....3

F. *Area Study*

410	Area Study.....3
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Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees

15 sem. hrs.

Required Courses

200	Introduction to Philosophy.....3
250	Great Philosophers.....3
	Philosophy Electives.....9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of the government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough pre-professional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take 240 and 470. Programs should be planned in consultation with an adviser, and students are encouraged to explore a variety of courses.

Major

30 sem. hrs.

Required Courses

103	American National Government.....	3
200	Introduction to Political Science.....	3
	Electives in Political Science.....	24

Minor

18 sem. hrs.

Required Courses

103	American National Government.....	3
200	Introduction to Political Science.....	3
	Electives	
	Any other Political Science Courses.....	12

Psychology

The psychology curricula represent the dynamic flux that psychology, the science of behavior, possesses in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personnel Psychology. These programs, founded upon basic psychology

courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and section of electives.

Bachelor of Science Alternative Tracks

A. General

Major

37 sem. hrs.

Required Courses

101	Introduction to Psychology I.....	3
102	Introduction to Psychology II.....	3
210	Personal Adjustment.....	3
*230	Social Psychology.....	3
240	Statistics.....	4
300	Abnormal.....	3
310	Experimental.....	3
330	Developmental.....	3
350	Physiological.....	3
370	Theories of Learning.....	3
400	Psychological Assessment.....	3
460	Seminar.....	3

B. Industrial—Personnel

Major

46 sem. hrs.

Required General Courses

31 sem. hrs.

101	Introduction to Psychology I.....	3
102	Introduction to Psychology II.....	3
210	Personal Adjustment.....	3
*230	Social Psychology.....	3
240	Statistics.....	4
260	Industrial and Personnel.....	3
310	Experiment.....	3
360	Human Learning.....	3
400	Psychological Assessment.....	3
460	Seminar.....	3

Required Technical Courses

15 sem. hrs.

481	Methods I.....	3
483	Methods II.....	3
485	Advanced Psychometrics.....	3
487	Practicum I.....	3
489	Practicum II.....	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

C. Community Service

Major

52 sem. hrs.

Required General Courses

28 sem. hrs.

101	Introduction to Psychology I.....	3
102	Introduction to Psychology II.....	3
210	Personal Adjustment.....	3

240	Statistics.....	4
250	Community Psychology.....	3
300	Abnormal.....	3
330	Developmental.....	3
400	Psychological Assessment.....	3
460	Seminar.....	3

Required Technical Courses **12 sem. hrs.**

491	Psychopathology of Childhood and Adolescence..	3
493	Aging.....	3
495	Delinquency.....	3
Any two of the above three		
497	Practicum I.....	3
498	Practicum II.....	3

Required Elective Courses **12 sem. hrs.**

Usually courses from disciplines outside of Psychology. Electives are to be decided upon in consultation with and consent of adviser.

Psychology Minor

While the Psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is as a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before requirement, it is the interest of the student to do so.

Minor **18 sem. hrs.**

Required Courses

101	Introduction to Psychology I.....	3
102	Introduction to Psychology II.....	3
	Any two courses from the 200 level.....	6
	Any two courses from the 300 or 400 levels.....	6

Social Studies

The Social Studies program (comprehensive and subject specialization is needed primarily for students preparing to teach in the elementary or secondary schools and can be selected only by those seeking a B.A. in Education degree. It is designed to provide an interdisciplinary foundation necessary for teachers entering an integrated social studies program. Students desiring to teach a particular subject such as history, for example, should determine the preparation desirable and augment their program with appropriate elective hours.

Teaching Field in Social Studies

Social Studies Comprehensive 5-12 **57 sem. hrs.**

Core Courses

History	107, 108.....	6
	111, 112.....	6

History	302.....	3
	319.....	3
	341.....	3
Sociology	110.....	3
	200.....	3
	301.....	3
Pol. Sci.	103.....	3
	200.....	3
Geography	210.....	3
	305, 315, 330, 340, 350, 360, 370.....	3
Economics	200.....	3
Soc. Sci.	*499.....	3
	*431.....	2

In addition, student-teachers are to choose one of the following options:

Option 1. Social Science Advanced Studies

9 sem. hrs.

These advanced studies in the social sciences allow prospective teachers to explore, understand, and practice the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

- Economics 202, 301, 302, 303
- Geography 305, 315, 340, 350, 360, 370
- History—All courses except 410
- Philosophy—6 hours maximum—200, 250, 300, 325, 350, 375
- Political Science 201, 203, 205, 303, 304, 305, 310, 404, 410, 411, 412, 413
- Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495
- Sociology 230, 310, 330, 340, 430, 450

Option 2: A second teaching field outside the social sciences, grades 5-8, 5-12.

Social Studies Subject Specialization 5-8

41 sem. hrs.

May be added to Multi-Subjects only.

History	107, 18.....	6
	111, 112.....	6
	302.....	3
	319.....	3
	341.....	3
Geography	210.....	3
Pol. Sci.	103.....	3
Sociology	110.....	3
Economics	200.....	3
Sociology	301.....	3
Social Studies	431.....	2
Soc. Sci.	499.....	3

Social Studies Subject Specialization, grades 5-8

42 sem. hrs.

May be added to 5-12 or 9-12 only.

History	107, 108.....	6
	111, 112.....	6
	302.....	3
	319.....	3
	341.....	3
Geography	210.....	3
Pol. Sci.	103.....	3
Sociology	110.....	3
Economics	200.....	3

*Social Science 431 will be offered only in the spring semester; 499, only in the fall semester.

Sociology	301.....	3
Soc. Sci.	499.....	3

In addition, choose one of the following:

History or		
Sociology	381.....	3
History	373.....	3
	371.....	3
	331.....	3
Sociology	200.....	3
Pol. Sci.	200.....	3
	305.....	3
Pol. Sci.		
or Psychology	393.....	3
Pol. Sci.	404.....	3

Social Science 431 will be offered only in the spring semester.

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis

30 sem. hrs.

Required Courses

110	Introductory Sociology.....	3
200	Social Problems.....	3
240	Nonparametric Statistics.....	3
301	Anthropology.....	3
460	Methods of Social Research.....	3
470	Sociological Theory.....	3

Electives in Sociology

12

Minor, General Emphasis

18 sem. hrs.

Required Courses

9

110	Introductory Sociology.....	3
200	Social Problems.....	3
301	Anthropology.....	3

Electives in Sociology

9

Human Services Emphasis

72 sem. hrs.

The Human Services curriculum is designed to facilitate the acquisition of knowledge from a number of interrelated disciplines. This knowledge will serve as a base for the attainment of attitudes and skills leading to the proficient practice of human service work. Field placement settings and job opportunities exist in the fields of mental health, health, vocational rehabilitation, children and family care, and gerontology.

Required Sociology Courses**39 sem. hrs.**

Sociology	110	Introductory Sociology.....	3
	200	Social Problems.....	3
	240	Nonparametric Statistics.....	3
	301	Anthropology.....	3
	340	Juvenile Delinquency.....	3
	450	Minority Groups.....	3
	460	Methods of Social Research.....	3
	210	Introduction to Contemporary Human Services...	3
	300	Human Behavior & Social Environment.....	3
	302	Intervention Skills in Human Service Practice...	3
	400	Policy and Planning in Human Services.....	3
	485	Practicum in Human Services.....	6

General Studies Requirements**36 sem. hrs.**

The following courses in Social Science are recommended to fulfill the general studies requirement:

History	107	United States History I.....	3
	108	United States History II.....	3
Pol. Sci.	103	American Government.....	3
Psychology	101	Introduction to Psychology I.....	3

Required Courses in Human Behavior and Social Environment**24 sem. hrs.**

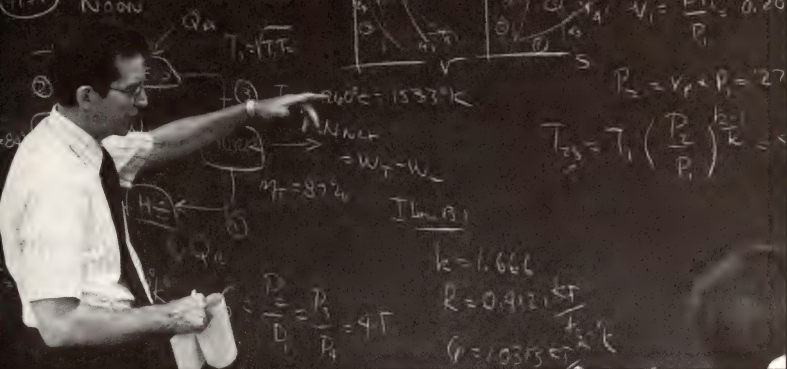
C.J.	100	Introduction to Criminal Justice.....	3
	212	Abnormal Behavior and Crisis Intervention.....	3
Pol. Sci.	204	Introduction to Public Administration.....	3
	205	State and Local Government.....	3
Psychology	210	Personal Adjustment.....	3
	230	Social Psychology.....	3
	250	Community Psychology.....	3
	300	Abnormal.....	3

Focused Electives (Select Three Classes)**9 sem. hrs.**

Geog.	305	Economic Geography.....	3
Allied			
Health	301	Health Care Organizations.....	3
	341	Death and Dying.....	3
Health Ed.	202	Community Health Problems.....	3
	370	Contemporary Health Issues.....	3
	412	Drug use—Abuse—Addiction.....	3
	425	Environmental Health.....	3
Hm. Ec.	330	Child Care and Development.....	3
	331	Adolescent Development.....	3
Pol. Sci.	308	Public Personnel Administration.....	3
or			
Psychology	260	Industrial and Personnel Psychology.....	3
	491	Psychopathology of Childhood & Adolescence.....	3
	493	The Psychology of Aging.....	3
Spch. Com.	233	Interpersonal and Small Group Communication...	3

Minor**18-24 sem. hrs.**

Minor in Criminal Justice, Political Science or Psychology recommended.



Technology/Home Economics

Engineering Technologies Bachelor of Science in Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Architectural Engineering Technology

132 sem. hrs.

Requirements—Architecture

99 sem. hrs.

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Tec	290	Engineering Analysis I.....	4
	300	Engineering Analysis II.....	4
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
Arc	200	Graphics.....	3
	210	Design I.....	4
	230	Architectural History I.....	3
	250	Design II.....	4
	260	Architectural History II.....	3
	310	Construction Details.....	4
	320	Site Planning.....	2
	400	Design III.....	4
	410	Design IV.....	4
	420	Urban Design.....	3
	430	Mechanical and Electrical Systems.....	3
Civ	200	Surveying I.....	4
	210	Light Construction.....	4
	220	Construction Materials and Methods.....	3
	310	Structural Analysis and Design.....	3
Mec	200	Strength of Materials.....	4
Drf	215	Architectural Drafting.....	4
Art	140	Art Structure and Applied Design.....	3
	142	Drawing.....	3
Technology Electives (Adviser approved).....			6

Civil Engineering Technology

133 sem. hrs.

Requirements—Civil

100 sem. hrs.

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Technical Program.....	3
Tec	290	Engineering Analysis I.....	4
	300	Engineering Analysis II.....	4

Mfg	250	Personnel Problems and Labor Relations.....	3
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
Saf	201	Occupational Safety.....	3
Civ	200	Surveying I.....	4
	210	Light Construction.....	4
	220	Construction Materials and Methods.....	3
	240	Surveying II.....	4
	260	Fluid Mechanics and Hydraulics.....	3
	300	Highway Design and Transportation.....	3
	310	Structural Analysis and Design I.....	3
	320	Construction Planning, Estimating and Contracts	3
	350	Soils and Foundation Design.....	3
	440	Structural Analysis and Design II.....	3
	460	Water and Waste Water Technology.....	3
Mec	200	Strength of Materials.....	4
Mfg	300	Engineering Economy.....	3
Drf	235	Technical Drafting.....	3
Technology Electives (Adviser approved).....			3

Electronics Engineering Technology**131 sem. hrs.****Requirements—Electronics****98 sem. hrs.**

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4
	300	Engineering Analysis II.....	4
Ele	100	Circuit Analysis I.....	3
Drf	100	Engineering Graphics.....	3
Ele	200	Electronics Shop Practices.....	3
	210	Circuit Analysis II.....	3
	215	Basic Transistors.....	3
	220	Linear Electronics.....	3
	230	Digital Electronics.....	3
	240	Industrial Electronics.....	3
	250	AC-DC Machinery and Controls.....	3
	260	Communications Systems.....	3
	270	Microcomputer Systems.....	3
	300	Advanced Linear Electronics.....	3
	310	Advanced Microcomputer Systems.....	3
	400	Senior Electronics Project.....	3
	410	Data Acquisition and Control Systems.....	4
CS	101	Applied Technical Program.....	3
Technology Electives (Adviser approved).....			12
General Electives (Adviser approved).....			9

Graphic Communications Technology**129 sem. hrs.****Requirements—Graphic Communications****96 sem. hrs.**

Phy. Sci.	104	Physics.....	2
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Technical Program.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3

Bus	141	Business Math.....	3
Acct	201	Principles of Accounting.....	3
Drf	100	Engineering Graphics.....	3
GCT	100	Graphic Communications Processes.....	3
	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I.....	3
	220	Estimating and Cost Analysis.....	3
	230	Layout and Design I.....	3
	240	Graphic Arts Photography.....	3
	250	Graphic Communications Practicum.....	6
	270	Screen Printing.....	3
	300	Basic Photography.....	3
	310	Advanced Continuous Tone Photography.....	3
	320	Image Transfer Mechanisms II.....	3
	330	Layout and Design II.....	3
	340	Image Assembly II.....	3
	410	Printing Techniques.....	3
	420	Computer Applications to Graphic Communications.....	3
Mgt	305	Small Business Management.....	3
	309	Principles of Management.....	3
Bus Ed.	101	Beginning Typewriting	
		or	
	102	Intermediate Typewriting/Keyboarding.....	2/3
Technology Electives (Adviser approved).....			11/12

Minor—Graphic Communications Technology**21 sem. hrs.**

GCT	100	Graphic Communications Processes.....	3
	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I.....	3
	220	Estimating and Cost Analysis.....	3
	230	Layout and Design I.....	3
	240	Graphic Arts Photography.....	3
	300	Basic Photography.....	3

Manufacturing Engineering Technology**132 sem. hrs.****Requirements—Manufacturing****100 sem. hrs.**

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Technical Programs.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4
	300	Engineering Analysis II.....	4
Tech	302	Production.....	3
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
Mfg	200	Welding.....	4
	210	Machine Shop.....	3
	220	Metallurgy.....	2
	230	Advanced Welding.....	3
	300	Engineering Economy.....	3
	310	Plant Layout and Production Control.....	2
	400	Time and Motion, Quality Control.....	2

Drf	255	Tool Design.....	4
Ele	210	Circuit Analysis II.....	3
	250	AC-DC Machinery and Controls.....	3
Mec	200	Strength of Materials.....	4
	210	Thermodynamics I.....	3
	220	Fluid Mechanics.....	3
	240	Machine Design I.....	3
Technology Electives (Adviser approved).....			3

Mechanical Engineering Technology**130 sem. hrs.****Requirements—Mechanical****97 sem. hrs.**

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Technical Program.....	3
Tec	290	Engineering Analysis I.....	4
	300	Engineering Analysis II.....	4
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Mec	100	Statics.....	3
Drf		Engineering Graphics.....	3
	235	Technical Drafting.....	3
	270	Computer Graphics.....	3
Mec	200	Strength of Materials.....	4
	210	Thermodynamics I.....	3
	220	Fluid Mechanics.....	3
	240	Machine Design I.....	3
	300	Thermodynamics II.....	3
	320	Dynamics.....	3
	330	Heat Transfer I.....	3
	340	Heating, Air Conditioning and Ventilation.....	3
	400	Mechanical Measurements.....	3
	410	Thermodynamics III.....	3
	430	Heat Transfer II.....	3
Ele	250	AC-DC Machinery and Controls.....	3
Technology Electives (Adviser approved).....			9

Mining Engineering Technology**135 sem. hrs.****Requirements—Mining****102 sem. hrs.**

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
Geol	101	General Geology.....	3
CS	101	Applied Technical Program.....	3
Saf	200	Safety Supervision.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4
	300	Engineering Analysis II.....	4
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
Min	101	Mining Orientation and Computation.....	1
	200	Mining Methods, Safety and Laws.....	2

	210	Coal Analysis, Sampling and Preparation.....	3
	220	Mine Mapping and Surveying.....	3
	240	Mine Ventilation and Drainage.....	2
	310	Coal Mine Environment and Ground Control.....	3
	320	Mine Layout.....	3
	330	Mining Machinery and Maintenance.....	3
	410	Advanced Mining Systems and Operations.....	3
Civ	200	Surveying I.....	4
Ele	250	AC-DC Machinery and Controls.....	3
Mfg	300	Engineering Economy.....	3
	420	Heavy Equipment and Fabrication.....	3
Mec	200	Strength of Materials.....	4
	210	Thermodynamics I.....	3
	220	Fluid Mechanics.....	3
Technology	Electives (to be selected from):.....		6
Bus	310	3
or			
Mgmt	308	3
or			
Mgmt	309	3
Min	400	3
Mec	240	3
Mec	320	3
Civ	240	3
Civ	320	3

Safety Engineering Technology**129 sem. hrs.****Requirements—Safety****96 sem. hrs.**

Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Technical Program.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4
Tec	300	Engineering Analysis II.....	4
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
Saf	200	Safety Supervision.....	3
	210	Disaster Preparation and Emergency Systems.....	3
	220	Environmental Hazard Control.....	3
	230	Introduction to Industrial Hygiene.....	3
	235	Fire Prevention and Inspection.....	3
	240	Safety Engineering Design.....	3
	250	Safety Legislation and Compliance Operations.....	3
	300	Managing and Evaluating Safety Programs.....	3
	310	Human Factors in Accident Prevention.....	3
	400	Industrial Hygiene Controls.....	3
Mec	200	Strength of Materials.....	4
Bus	310	Statistics.....	3
Saf Ed.	101	First Aid.....	2
Technology	Electives (Adviser approved).....		6

Technology Electives

Any technology course may be used as an elective with adviser approval. Electives may also be selected from the following list:

Tec	100	Technology and Society.....	2
	199	Special Topics.....	1-3
	250	History of Technology.....	3
	299	Special Topics.....	1-3
	310	Man and Technology.....	3
	393	Future of Man.....	3
	399	Special Topics.....	1-3
	400	Work Experience Seminar.....	4
	401	Work Experience Lab.....	8
	410	Guided Design Seminar.....	1-4
	499	Special Topics.....	1-3

Minor B.A. and B.S. Degree.....23 sem. hrs.

Ele	100	Circuit Analysis I.....	3
Mat	100	Materials and Processes.....	3
Drf	100	Engineering Graphics.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
		Technology Electives (Adviser approved).....	8

Teaching Fields in Technology

I.A. Technology—Comprehensive 5-12

64-70 sem. hrs.

Required Courses

Tec	100	Technology and Society.....	2
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Civ	100	Wood Technology.....	3
Drf	100	Engineering Graphics.....	3
Gct	100	Graphic Communications Processes.....	3
Tec	202	Transportation I.....	3
	203	Manufacturing I.....	3
	204	Construction.....	3
	301	Communication.....	3
	302	Manufacturing II.....	3
	303	Transportation II.....	3
	450	Multiple Activities.....	3
	431	Methods and Materials for Teaching Industrial Arts.....	2
Math	101	Applied Technical Math I.....	3

Specializations (Select Two)

Graphic Arts

12 sem. hrs.

Gct	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I.....	3
	230	Layout and Design I.....	3
	240	Graphic Arts Photography.....	3

Woods

10 sem. hrs.

Wod	205	Furniture Construction and Design.....	2
	215	Wood Finishing.....	3
	225	Cabinet Construction and Design.....	2
	235	Advanced Woods.....	3

Power

12 sem. hrs.

Mec	105	Engine Theory.....	4
	205	Carburetors and Ignition Theory.....	4
	115	Power Transfer Theory.....	4

or	215	Hydraulics and Suspension Systems.....	5
Drafting/Design			11 sem. hrs.
Drf	215	Architectural Drafting.....	4
	235	Technical Drafting.....	3
	255	Tool Design.....	4
Construction			15 sem. hrs.
Civ	210	Light Construction.....	4
	200	Surveying I.....	4
	220	Construction Materials and Methods.....	3
Drf	215	Architectural Drafting.....	4
Electronics			11 sem. hrs.
Ele	210	Circuit Analysis II.....	2
	220	Linear Electronics.....	3
	230	Digital Electronics.....	3
	250	AC-DC Machinery and Controls.....	3
Metals			10 sem. hrs.
Mfg	200	Welding.....	4
	210	Machine Shop.....	3
	230	Advanced Welding.....	3
I.A. Technology—General Shop 5-12			43 sem. hrs.
Tec	100	Technology and Society.....	2
Mat	100	Materials and Processes.....	3
Ele	100	Circuit Analysis I.....	3
Wod	100	Wood Technology.....	3
Drf	100	Engineering Graphics.....	3
Gct	100	Graphic Communications Processes.....	3
Tec	202	Transportation I.....	3
	203	Manufacturing I.....	3
	204	Construction.....	3
	301	Communication.....	3
	302	Manufacturing II.....	3
	303	Transportation II.....	3
	450	Multiple Activities.....	3
Tec	431	Methods and Materials for Teaching Industrial Arts.....	2
Math	101	Applied Technical Math.....	3
I.A. Technology—General Shop 5-8			29 sem. hrs.
Gct	100	Graphic Communications Processes.....	3
Tec	100	Technology and Society.....	2
	202	Transportation I.....	3
	203	Manufacturing I.....	3
	204	Construction.....	3
	301	Communications.....	3
	302	Manufacturing II.....	3
	303	Transportation II.....	3
	450	Multiple Activities.....	3
Wod	100	Wood Technology.....	3

Occupational Health

(Bachelor of Science)

The focus of the degree program is nurtured by the Occupation Safety and Health Act of 1970 as a result of the growing concern regarding the number and severity of occupationally related injuries and illnesses.

As indicated by statistics on the incidence and severity of injuries and illnesses and also by studies in the area of illness and injury prevention, it is evident that safe and healthful working environments and practices do not occur spontaneously, nor by application of "common sense." Specialized help must be available if the incidence of illness and injury is to be reduced.

The primary objective of the proposed program of study is to satisfy the manpower requirements for industrial hygienists in the manufacturing industries of West Virginia.

Total Semester Hours

128-130 sem. hrs.

Required Related Courses

60-62 sem. hrs.

Math		
101	Applied Technical Math I.....	3
102	Applied Technical Math II.....	3
Science		
101, 102,		
103, 170	Biology.....	15
101, 102,		
103	Chemistry	
or		
105, 106	10-12
205	Chemistry.....	4
305, 306	Chemistry.....	8
101, 102	Physics.....	8
Economics		
200	Economics.....	3
CS		
100	Electronic Data Processing.....	3
English		
109	Technical Report Writing.....	3
Technology		
Tec		
290	Engineering Analysis I.....	4
400	Work Experience Seminar.....	4
401	Work Experience Laboratory.....	8
499	Special Topics.....	1
Mfg		
250	Personnel Problems and Labor Relations.....	3
Saf		
201	Occupational Safety.....	3
220	Environmental Hazard Control.....	3
230	Intro. to Industrial Hygiene.....	3
320	Toxicology.....	3
400	Industrial Hygiene Controls.....	3
420	Industrial Hygiene Applications and Practices.....	3
430	Epidemiology and Statistics.....	3

Note: Chemistry 101—4 hrs., 102—4 hrs., and 103—4 hrs. may be substituted for Chemistry 105 and 106.

Home Economics

Home Economics is defined as a study of interrelated areas which prepare individuals for professional careers. A B.S. in Home Economics as well as a B.A. in Vocational Teacher Education, is a degree granted from a program which includes the

arts and the sciences. The programs focus on improving the quality of life for the individual and for the family. A broad-based curriculum addresses the needs of individuals and families through education in the areas of clothing and textiles, human development and the family, foods and nutrition, home management and consumer education, housing, home furnishings and equipment. Home Economics provides a strong interdisciplinary base to prepare individuals and families to meet the challenges of contemporary society.

Curriculum for B.S. in Home Economics

Careers available for graduates of this program include home economist in homemaking, in business (private and public), in extension, in government, and in community service. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textiles, or housing and design.

Major

39 sem. hrs.

Required Courses

Hm Ec	101	Principles of Clothing Construction.....	3
	103	Clothing Section.....	2
	201	Principles of Food Selection and Preparation.....	3
	202	Meal Management.....	2
	210	Textiles.....	3
	251	Applied Design.....	2
	303	Nutrition.....	3
	310	Family Life Education.....	3
	312	Consumer Education.....	3
	315	Home Management.....	3
	316	Household Equipment.....	2
	318	Home Management Problems.....	2
	320	Home Planning and Furnishing.....	3
	330	Child Care and Development.....	3
	331	Adolescent Development.....	2

Required Related Courses

16 sem. hrs.

Biology 101, 102.....	8
Chemistry 101, 102 General Chemistry.....	8

Minor

27 sem. hrs.

Same requirements as listed under Home Economics Subject Specialization for grades 5-8 (omit Home Ec. 430 and Home Ec. 431).

Teaching Fields in Comprehensive Vocational Home Economics— Consumer and Homemaking Education

Students are prepared to teach in consumer homemaking programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Major

44 sem. hrs.

Single Teaching Field, Grades 5-12

Required Courses, Consumer Homemaking Education

Clothing—Textiles	
*101	Principles of Clothing Construction.....3

*103	Clothing Selection.....	2
*210	Textiles.....	3
Human Development and the Family		
*310	Family Life Education.....	3
*330	Child Care and Development.....	3
331	Adolescent Development.....	2
332	Child Development Problems.....	1
Foods—Nutrition		
*201	Principles of Food Selection and Preparation....	3
*202	Meal Management.....	2
*303	Nutrition.....	3
Home Management—Consumer Education		
*312	Consumer Education.....	3
*315	Home Management.....	3
318	Home Management Problems.....	2
Housing, Home Furnishing, Equipment		
*251	Applied Design.....	2
316	Household Equipment.....	2
*320	Home Planning and Furnishing.....	3
Education		
430	Methods in Vocational and Adult Education....	2
431	Methods and Materials in Teaching	
	Home Economics.....	2

Subject Specialization 5-8**26 sem. hrs.****May be added to Multi-Subjects only.**

103	Clothing Selection.....	2
201	Principles of Food—Selection and Preparation....	3
*210	Textiles.....	2
251	Applied Design.....	2
303	Nutrition.....	3
*312	Consumer Education.....	2
*315	Home Management.....	2
320	Home Planning and Furnishing.....	3
330	Child Development.....	3
331	Adolescent Development.....	2
431	Methods and Materials in Teaching	
	Home Economics.....	2

*Courses would have a variable credit value to two hours for the specialization program.

Subject Specialization 5-8**29 sem. hrs.****May be added to 5-12 or 9-12.**

101	Principles of Clothing Construction.....	2
103	Clothing Selection.....	2
201	Principles of Food—Selection and Preparation....	3
*210	Textiles.....	2
251	Applied Design.....	2
303	Nutrition.....	3
*310	Family Life Education.....	2
*312	Consumer Education.....	3
*315	Home Management.....	2
320	Housing and Home Furnishing.....	3
330	Child Development.....	3
**431	Methods and Materials in Teaching	
	Home Economics.....	2

*Courses would have a variable credit value of two hours for the specialization program.

**Methods and Materials 431 would not be required for a specialization in a non-teaching program. (Bachelor of Science Minor)

Special Academic Programs

Interdisciplinary Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows more flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. Division heads and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the division heads assist in implementing the program.

Students who are interested in this program should contact the Assistant to the Academic Vice President for further information.

Program Stipulations

Title: Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (concentration).

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Nature of Program:

- a. It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
- b. At least 24 hours must be taken after admission to the program.
- c. The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
- d. Arranged classes are to be avoided.
- e. At least one-half of the hours in the concentrated area must be at the upper division level.
- f. Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
- g. All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
- h. Elective courses will be used to complete hours required for graduation.
- i. Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
- j. Once a proposal has been approved, it may be amended only by approval.

Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Application for admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the Regents program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. There must be 36 semester hours of General Education in the four areas of (1) Communications, (2) Humanities, (3) Natural Sciences and Mathematics, and (4) Social Sciences, with a minimum of 6 hours in each area. At least 15 semester hours must be taken in the West Virginia state system of higher education. The Regents B.A. is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place

outside of a college if the learning is generally equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is not awarded for all learning or successful life experience, no matter how commendable that experience may be, but only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio or folder in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee has been established by the Board of Regents for the assessment process and for the awarding of college-equivalent credit.

Pre-Professional Curricula

Dentistry
Law

Medicine
Medical Technology

Pharmacy
Journalism

Physical Therapy

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the courses taken here will meet the requirements they need to meet. The preprofessional field adviser will assist students in making all necessary adjustments.

Physics 101 and 102 are required courses in the health-related fields as well as in engineering. Pre-requisites for Physics 101 are one year of high school physics or one year of high school trigonometry; or Math 101 and 102, or Math 112 or 115. Physics 101 is the pre-requisite for Physics 102.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. Students should carefully consult the catalog of the professional school which they plan to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 219 and 220 or 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

<i>Course</i>	<i>First Hrs.</i>	<i>Year Hrs.</i>	<i>Second Hrs.</i>	<i>Year Hrs.</i>
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	4		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

*Math 116 and 315 are strongly recommended.

Pre-Medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English.....	6
Biology	101, 102	Introduction to Biology.....	8
Chemistry	105, 106	Chemical Principles.....	10
	205	Analytical Chemistry.....	8
	305, 306	Organic Chemistry.....	8
Physics	101, 102	Introduction to Physics.....	8
Mathematics	112	Intermediate Mathematics I or higher.....	3
Physical Education			1-2

Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional school.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in English, history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in this program should consult the college where they will complete their degree for additional course requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting course, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 92).

Pre-journalism students must participate actively in the publication of the student newspaper, *The Columns*, and the yearbook, *Mound*, in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	115, 116.....	8
Chemistry	105, 106.....	10
English	104, 108.....	6
Physical Education	100.....	2
Physics	101, 102.....	8
Social Science Elective	3
Technology	MEC 100, DRF 100.....	6
		43

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester		Second Semester	
English 104.....	3	English 108.....	3
Psychology 101.....	3	Psychology 102.....	3
Chemistry 105**.....	5	Chemistry 106**.....	5
Phys. Ed.....	1	Phys. Ed.....	1
Electives*.....	6	Electives.....	6
	18		18

Second Year

First Semester		Second Semester	
Physics 101.....	4	Physics 102.....	5
Biology 101.....	4	Biology 102.....	4
Psychology 330.....	3	Psychology Elective.....	3
Psychology 240.....	3	Speech Comm. 100.....	3
Electives*.....	3	Electives*.....	3
	17		18

*All electives should be approved by the pre-physical therapy adviser.

*Chemistry 101 and 102 must be taken if the student has not had one unit of high school chemistry.

Military Science

(Division of Social Science)

The Military Science program at Fairmont State College is designed to provide: a reserve corps of scholars, citizens, and soldiers; graduates qualified in leadership and management skills and prepared for public service; and men and women trained to assume responsible positions as commissioned officers in the active army, army reserve, or national guard, as well as in business, government, and industry. Whether or not students elect to take all or just part of the Military Science program while at the College, they will gain enhanced social awareness and develop personal values important in civilian life and will be better prepared to make a meaningful contribution in the preservation of American ideals and national security.

Military Science is a four-year curriculum consisting of two distinct phases. The Basic Phase of instruction (Military Science I and II courses) is for freshmen and sophomore students who desire to investigate the possibilities of future government service *without* committing themselves to a military service obligation. There are no uniform or haircut requirements for the Basic Phase students. Basic Phase classes may be added or dropped as any other college courses and are applicable as free electives in degree and certificate programs. The Advanced Phase of Military Science (Military Science III and IV courses) is for juniors and seniors (and selected sophomores) who have qualified to enter the Army Reserve Officers Training Corps (ROTC) Program in one of the following ways: completion of all the Military Science I and II Basic Phase courses (a total of four semesters and eight credit hours); or Basic ROTC Summer Camp attendance; or completion of enlisted basic training; or prior military service. Juniors who have not qualified for Advanced Phase attendance in one of the above ways, but who still have two academic years remaining, may qualify under the Alternate Entry Option Program. Credits earned in the Advanced Phase courses are applicable as free electives in degree and certificate programs.

Students accepted into the Advanced Phase of the Military Science program as Army ROTC cadets receive a subsistence allowance of \$100 per month, tax free, during the academic year. If students have been awarded a two or three-year Army ROTC scholarship, they will receive free tuition, fees and books, in addition to the \$100 per month subsistence allowance. If an Army ROTC scholarship is not available, students can qualify for financial assistance by simultaneously being a member of an Army Reserve or National Guard unit and enrolled in the Army ROTC Advanced Phase. By being in the Simultaneous Membership Program (S.M.P.), students serve in an officer trainee leadership position in their unit and receive E-5 drill pay (about \$125 per month). Also, any Army Reserve or National Guard member who is attending college receive \$140 per academic month under the New G.I. Bill (after meeting eligibility requirements). This is all in addition to the \$100 per month Army ROTC subsistence allowance.

Upon successful completion of all Advanced Phase Military Science courses, as well as all other Army ROTC requirements, students are commissioned as officers in the active Army, Army Reserve or National Guard, and serve as second lieutenants in one of eighteen career branches of the army.



Education

(Early/Middle, Middle/Adolescent, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the Division of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledges, skills and performances which characterize effective teaching.

The role of today's teacher, as viewed by the College, has changed from that of a "purveyor of information" to a "manager of the learning environment." This change has resulted from integrating humanism and instructional technology to create a frame of reference in which the realization of individualized and personalized learning is paramount.

The overall objective of the College's teacher education program is to produce a graduate with enough experience and expertise to function effectively in the several differentiated roles required of most teachers in today's society. The prospective teacher at the College will actively observe and participate in the varied roles within the overall "manager model" context. The major determinant of the emphasis accorded each role will be determined primarily by the academic specialization the student is pursuing.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula in Early, Middle and Adolescent teaching, leading to the degree of Bachelor of Arts in Education. Students who satisfactorily complete a teaching curriculum in a given area and achieve passing scores on the PPST, ACT-COMP and appropriate N.E.S. content tests will be recommended for a Professional Certificate, grades K-12, K-8, or 5-8, 5-12 or 9-12. Specializations which may be added include Early Education, Mentally Impaired, Behavior Disorders, Specific Learning Disabilities, Gifted Education and varied academic subject specializations. Students may choose, after consultation with their adviser, from the following programs:

Early/Middle Education

Students who are qualifying for teaching in an open or self-contained classroom grades K-8, shall complete the following:

- I. **General Studies** (elementary)
- II. **Professional Education**
- III. **The Multi-Subjects Program***

Optional specializations which may be combined with Early/Middle education are:

1. Mentally Impaired (K-12)
2. Specific Learning Disabilities (K-12)
3. Behavior Disorders (K-12) (excludes Autism)
4. Gifted Education (K-8)
5. School Library-Media (K-12)
6. Middle School Specializations (5-8)

Art

French

General Science

Consumer and Homemaking Education

Industrial Arts/Technology

Language Arts

Mathematics

Oral Communications

Social Studies

Note: Student teaching is required in an approved open or self-contained classroom grades K-8 and in an approved classroom for each additional specialization. Some combinations may require more than eight weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic division which offers the program, e.g., Art-5-8, See Fine Arts Division.

Middle/Adolescent Education

Students who are qualifying for teaching in grades 5 through 12 shall complete the following:

- I. **General Studies** (secondary)
- II. **Professional Education**
- III. **Specializations**
 - a. One comprehensive specialization to teach in grades 5 through 12 the related subjects which comprise the comprehensive specialization.
or
 - b. Two single subject specializations for grades 5 through 12.
or
 - c. One single subject specialization for grades 5 through 12 and one specialization for grades 5 through 8.
or
 - d. One single specialization for grades 5 through 12 and a specialization K-12 in either School Library-Media, Health, or Physical Education.

Secondary Education students select from the following specializations:

1. **5-12 Comprehensive Specializations** (requires no other specializations)

Business Education	Industrial Arts/Technology
Consumer and Homemaking Education	Social Studies
2. **5-12 Single Specializations** (Requires a second specialization for 5-12, K-12, or 5-8)

Art	French	Mentally Impaired**
Behavior Disorders	General Science	Oral Communications
Biology	General Shop	Physical Education
Business Principles	Gifted	Physics
Chemistry	Journalism	Secretarial Studies
English-Language Arts	Mathematics	
3. **5-8 Specializations** (requires second specialization for 5-12, or K-12)

Consumer and Home-making Education	Language Arts	Social Studies
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4. **K-12 Specializations** (requires second specialization for 5-8, 5-12, or K-12)

School Library-Media*	Physical Education	Health Education
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*The School Library-Media K-12 may be selected in combination with a specialization for classroom teaching in grades 5-12, 5-8, K-12, or Multi-Subjects K-8.

**The Mentally Impaired specialization K-12 may be used only in combination with Consumer and Homemaking Education, 5-12; Industrial Arts, 5-12; Multi-Subjects, K-8; Art K-12, P.E. K-12 or Music K-12.

Note: Secondary special methods and student teaching are required in all areas in order to be licensed.

The General Studies requirements for Early/Middle programs also fulfill competencies for the Multi-Subjects requirements and are included in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Student Teaching Experience

Student teaching is required in all curricula and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at the developmental levels and in all of the teaching specializations in which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Evaluation Systems Content Test

Successful completion of the appropriate National Evaluation Systems Content Test(s) is a requirement for graduation and licensure. A report of the N.E.S. scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Students expecting to be licensed in Multi-Subjects Education and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Students expecting to be licensed for teaching in grades 5-12 must take the N.E.S. Content Tests consistent with the 5-12 specialization(s) to be named on the license. If they expect to be licensed in two 5-12 specializations, they must achieve acceptable scores in both 5-12 specializations.

K-12. A student expecting to be licensed for teaching in grades K-12 must achieve acceptable scores on the N.E.S. Content Test consistent with the K-12 specialization to be named on the license.

In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the N.E.S. Bulletin for the year in question. N.E.S. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.5 or better for all courses attempted; (2) attain a 2.2 average in each teaching specialization, including the Multi-Subjects Specialization; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and ACT-Comp speaking test and (5) achieve acceptable scores on the N.E.S. Content Tests for each area to be named on the license.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not a citizen of the United States and is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for early/middle and middle/adolescent education programs; however, each consists of forty credit hours as a minimum

distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for early/middle education also fulfill competencies for the Multi-Subjects requirements and are included with the Multi-Subjects for the Early/Middle Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12—Art and Music

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

- I. **General Studies** (secondary)
- II. **Professional Education**, to include methods and student teaching of the single subject specialization at both the early/middle and middle/adolescent levels.
- III. **Specialization**
 Grades K-12
 Art—one comprehensive specialization
 or
 Grades K-12
 Music—one comprehensive specialization

Specific specialization requirements for early/middle and middle/adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic division which offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of grade point standing. All of this information may be obtained from the student's adviser or the Dean of Teacher Education.

Admission to Teacher Education

Any sophomore may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the Division of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are expected, in this course, to make a tentative decision on entering the profession and submit a "*Declaration of Intent*" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 302, Human Growth and Development, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 250 are prerequisites for this course. The required Student Health Form must be on file at this time.

While enrolled in Education 302, those interested in pursuing the Teacher Education program shall make formal application by completing the form, "*Application for Admission to the Teacher Education Program*." To be accepted, the applicant must (1) have achieved acceptable scores on the Pre-Professional Skills Test (PPST) and the ACT-COMP Speaking Assessment Tests, (2) have a minimum quality point average of 2.5 overall and 2.2 in each teaching specialization, (3) have completed or be enrolled in Speech 221, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 108, (5) at the time of application be passing Education 302, and (6) have a health certificate on file in the Division Office. Also as a part of the process, the applicant must be recommended by the College Health Center, his/her academic adviser, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 302, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 302, achieved acceptable scores on the PPST and ACT-COMP test battery, and has approval of the Selection Committee, he/she is eligible to enroll in Education 303, Educational Psychology. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 14-15 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second half of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P. a student must meet the requirements for student teaching as described below. The I.P.P. requires exact planning by students and advisers during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization should be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 12 hours with a G.P.A. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
3. Satisfactory completion of English 108, Advanced Written English, with a minimum grade of C, and Speech 221 with a minimum grade of C.
4. Division approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
5. Evidence good moral character (i.e., reputation among students, faculty and in the community).
6. Have a minimal overall grade point average of 2.5.
7. Have a minimal grade point average of 2.0 for all professional education work.
8. Have a 2.2 quality point average in each teaching specialization (includes the Multi-Subjects Specialization).
9. Present a statement from the College Health Center showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses outside the I.P.P. or extracurricular activities which will in any way interfere with the course work without the consent of the Dean of Teacher Education.

Early/Middle Education

General Studies		40 sem. hrs.
Humanities		17 sem. hrs.
English	104	Written English.....3
	108	Advanced Written English.....3
	250	Survey of English Literature.....3
	260	Survey of American Literature.....3
Speech	221	Classroom Communication.....3
Fine Arts		2 sem. hrs.
Art	255	History and Appreciation of Art
or		
Music	205	Music Appreciation
or		
Music	207	Beginning Recorder
or		
Theatre	100	Theatre Appreciation
Social Sciences		12 sem. hrs.
Geography	210	Introduction to Geography.....3
History	107	United States History I.....3
	108	United States History II.....3
	111	History of Civilization I
or		
	112	History of Civilization II.....3
Science and Mathematics		9 sem. hrs.
Math	110	Mathematics for Elementary Teachers.....3
Physical		
Science	201	General Physical Science.....3
	202	General Physical Science.....3
Physical Education		2 sem. hrs.
Phys. Ed.	326	Early Psychomotor Development.....2
Multi-Subjects Program for Self-contained or Open Classroom		48 sem. hrs.
Art	*353	Elem. Art Education I.....2
	*354	Elem. Art Education II.....2
Biology	*101	Introduction to Biology.....4
	*102	Introduction to Biology.....4
or		
	*103	Introduction to Envir. Biology.....4
Health	*100	Personal Health.....2
	*400	Health Education for the Elem. School.....2
Safety	*200	Accident Analysis and Emer. Care.....2
English	*207	Children's Literature.....3
Math	*210	Math. for Elem. Teachers II.....3
	*323	Math. for Elem. Teachers III.....3
Music	*231	Elementary Music I.....3
	*232	Elementary Music II.....3
Pol. Sci.	200	Intro. to Political Science.....3
Economics	200	Economics.....3
Sociology	110	Introductory Sociology.....3
Education	*300	The Reading Process.....2
	*304	Developmental Reading.....2
Phys. Sci.	*412	Science in the Elem. School.....2

*These courses in the Multi-Subjects Program must be completed prior to the Initial Performance Practicum.

Professional Education—Early/Middle**26 sem. hrs.**

Education	200	Intro. to Education.....	3
	250	Foun. of American Education.....	3
	302	Human Growth and Child Development.....	3
	303	Educational Psychology.....	3
	402	Mathematics in the Elem. School.....	2
	403	Language Arts in the Elem. School.....	2
	404	Social Studies in the Elem. School.....	2
	405	Corrective Reading.....	2
	420	Student Teaching Exp. (Elem.).....	6

Students who are qualifying for a Professional Certificate, Grades K-8, may wish to add a Special Education Specialization K-12, Library-Media K-12, or Subject Specialization Grades 5-8 (Middle School) to their license.

Early/Middle Education Program Options

A. Special Education Specializations**21 sem. hrs.**

1. Required Common Core Coursework for All Programs..... 6 sem. hrs.

Ed.	220	Areas of Exceptionality in Special Education.....	3
	221	Education of Exceptional Children.....	3
2. Specialized Coursework..... 15 sem. hrs.
 - a. Behavior Disorders K-12 (Excludes Autism)

Ed.	311	Behavior Disorders.....	3
	321	Diag., Presc. and Assess. Tech.....	3
	325	Curr. Development in BD.....	3
	443	Practicum—BD.....	3
	473	Student Teaching—BD.....	3
 - b. Mentally Impaired K-12..... 15 sem. hrs.

Ed.	320	Intro. to M.R.....	3
	321	Diag., Presc. and Assess. Tech.....	3
	322	Curriculum Development in MR.....	3
	440	Practicum—MR.....	3
	470	Student Teaching—MR.....	3
 - c. Specific Learning Disabilities K-12..... 15 sem. hrs.

Ed.	317	Specific Learning Disabilities.....	3
	321	Diag., Presc. and Assess. Tech.....	3
	324	Curriculum Dev. for SLD.....	3
	441	Practicum—SLD.....	3
	471	Student Teaching—SLD.....	3
 - d. Gifted Education K-8..... 15 sem. hrs.

Ed.	314	The Gifted and Talented.....	3
	321	Diag., Presc. and Assess. Tech.....	3
	323	Curr. Development for Gifted.....	3
	442	Practicum—Gifted.....	3
	472	Student Teaching—Gifted.....	3

B. Subject Specializations Grades 5-8*

(May be added to K-8 Early/Middle program only.) (See course requirements for each specialization in catalog section for that division.)

Art	Language Arts	Science
Consumer and Homemaking Education	Mathematics	Social Studies
Industrial Arts	Oral Communications	French

*Requires Special Methods 431 in the Gr 5-8 specialization. This course must be taken prior to the semester one enrolls in Initial Performance Practicum.

Middle/Adolescent and K-12 Education

General Studies

40 sem. hrs.

English

Min. 15 hrs., Max. 21 hrs.

English*	104	Written English.....	3
	108	Advanced Written English.....	3
	250	Survey of English Literature.....	3
	260	Survey of American Literature.....	3
Speech	221	Classroom Communication.....	3

Fine Arts

2 sem. hrs.

Art	255	History and Appr. of Art	
or			
Art	155	Theory of Art (for Art majors)	
or			
Music	205	Music Appreciation	
or			
Music	207	Beginning Recorder	
or	**206	Music Appr. (for Music majors)	
or			
Theatre	100	Theatre Appreciation	
Approved Electives in Humanities:			
Art 155*** or 255 or Music 205			
or Music 207 (not used above)			

*Prior to enrolling in English 104, Developmental Skills 101 Basic Communications, is strongly recommended for those who do not meet certain minimum standards.

**Music 206 is for Music majors only.

***Art 155 is for Art majors only.

Social Sciences

Min. 12 hrs., Max. 5 hrs.

Economics	200	Economics.....	3
Geography	210	Intro to Geography.....	3
History	107	U.S. History I.....	3
	108	U.S. History II.....	3
	111	History of Civilization I.....	3
	112	History of Civilization II.....	3
Pol. Sci.	103	American Government.....	3
Psychology	101	Introduction to Psychology.....	3
Sociology	110	Introductory Sociology.....	3

Science and Mathematics

Min. 9 hrs., Max. 12 hrs.

Math*	205	Fund. Concepts of Math (required).....	3
and			
Phys. Sci.		6
	100	Scientific Methodology (required).....	2
and select two of the following:			
	101	Astronomy.....	2
	102	Chemistry.....	2
	103	Geology.....	2
	104	Physics.....	2
	105	History of Physical Science.....	2
or			
Biology	101	Intro. to Biology.....	4
	102	Intro. to Biology.....	4
or			
Biology	103	Intro. to Envir. Biology.....	4
or			
Chemistry	101	General Chemistry.....	4
	102	General Chemistry.....	4

or			
Chemistry	105	Chemical Principles.....	5
	106	Chemical Principles.....	5
or			
Geology	101	General Geology.....	3
	102	General Geology.....	3
or			
Physics	101	Intro. to Physics.....	4
	102	Intro. to Physics.....	4

*Not required for math majors. Math 115 fulfills this requirement.

Physical Education

Min. 2 hrs.

P.Ed.	102-170	Physical Education Activity.....	1
	101	Basic Physio Conditioning-Health.....	1

Professional Education-Middle/Adolescent and K-12

27 sem. hrs.

Education	200	Intro. to Education.....	3
	250	Found. of American Education.....	3
	302	Human Growth and Child Development.....	3
	303	Educational Psychology.....	3
	430	Reading Instruction in the Secondary Content Area.....	2
	432	Evaluation Techniques in the Secondary School.....	2
	433	Instruction in the Second. School.....	3
Sp. Meth.	*431	Special Methods (in subject specialization).....	2
Education	450	St. Teaching Exp. (secondary).....	6
	421	St. Teaching Exp. (K-12) (elem.).....	3
	422	St. Teaching Exp. (K-12) (elem.).....	3

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials must be completed for both specializations. The student teaching assignments must also include teaching experience in all academic areas to be named on the license.

Middle/Adolescent Education Program Options

A. Grades 5-12, Single Specializations (two specializations required)

Division

Art.....	Fine Arts
Behavior Disorders*.....	Education
Biology.....	Science and Mathematics
Business Education, Secretarial.....	Commerce
Business Education, Business Principles.....	Commerce
Chemistry.....	Science and Mathematics
English—Language Arts.....	Language and Literature
French.....	Language and Literature
Gifted Education*.....	Education
General Science.....	Science and Mathematics
Industrial Arts/Technology.....	Technology
Journalism.....	Language and Literature
Mathematics.....	Science and Mathematics
Mental Retardation**.....	Education

Oral Communications.....	Fine Arts
Physical Education.....	HPERS
Physics.....	Science and Mathematics

*See specific program requirements as illustrated under Multi-Subjects Education Program Options.

**May be added to Consumer and Homemaking Education, I.A. Technology grades 5-12 or Art, Music, Physical Education grades K-12 only.

**B. Grades 5-12, Comprehensive Specializations
(no additional specialization required)**

Business Education.....	Commerce
Consumer and Homemaking Education.....	Technology/ Home Economics
Industrial Arts/Technology.....	Technology
Social Studies.....	Social Science

**C. Grades 5-8 Specializations
(must be combined with single or comprehensive specialization)**

Consumer and Homemaking Education.....	Technology/ Economics
Language Arts.....	Language and Literature
Social Studies.....	Social Science

D. Grades K-12 Specializations

Art—No second specialization required.....	Fine Arts
Health—Must add 5-8, 5-12; or K-12 field.....	HPERS
Music—No second specialization required.....	Fine Arts
Physical Education—Must add 5-8, 5-12, or K-12 field.....	HPERS
School Library—Media—May be added to 5-12 or K-8.....	Language and Literature



Community College Component

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970s. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides: academic, vocational/occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community college unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Clarksburg Center

Fairmont State College component, Fairmont Community College, added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center July 1, 1975. Recently renovated to provide more modern facilities, the Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides services for Clarksburg students equivalent to those available to main campus students and include a full-time professional counselor. Academic, personal, and career counseling are available both day and evening hours. Periodically workshops of interest to students are offered, such as overcoming test and math anxiety, resume writing, job interviewing skills, and time management. Assistance is also available for financial aid, veterans benefits, class scheduling and scholarship services.

Library service for Clarksburg students and faculty became a reality in September, 1977. Adjoining the Clarksburg Center's offices and classrooms, the library is staffed by an assistant librarian and is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection and inter-library loans, allow the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the center, or for those offered by the center at nearby public and private high schools. The center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college education opportunities.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his or her ability and particular potential.

The Community College is more concerned with letting students in, than in keeping them out; it is inclusive rather than exclusive in its admission policy.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs, with limited enrollment, applicants should complete the ACT or SAT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Vocational Career Projects

Using funds allocated through the Carl D. Perkins Vocational Education Act, Vocational Career Projects at Fairmont State College provide supplemental services and activities for adults enrolled in vocational programs who have special needs, such as the handicapped, adults needing training or retraining, men and women entering nontraditional occupations, and single parents or homemakers.

Vocational Career Projects include the Pre-College Orientation and Women in Transition Programs, which are designed to help adults who are in the process of deciding to return to education. Developing college study skills, setting goals, and exploring career options are an integral part of Vocational Career Projects. Support groups and workshops offered to students throughout the semester maintain the commitment to serve the special populations of adults enrolled in vocational programs at both the Community College and at the Clarksburg Center.

Admission Policy—Health Career Programs

Applications for admission to programs in health careers are accepted through January for the following school year. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT or SAT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the MLT, MRT, and VT programs which are received before January 31 will be considered, the deadline for nursing applications is December 31. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. All applications of persons interested in the specific programs will be given every consideration in the selection process. More consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with a GED must still show adequate academic background and ACT or SAT scores.

Transportation

As most of these programs required considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

Students in Health Careers programs are covered by a group liability insurance handled by the state of West Virginia. The students are not obligated to maintain any other liability insurance.

Degrees

Associate Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.)

The first two years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.)

Intended as either a terminal degree or the first two years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.)

Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs—See pages 45-46 for a complete list of Community College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community College, except General Studies and the field of the B.A.—B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

Health Careers programs must be completed in their entirety in order to qualify as minors.

Accounting

(Associate in Science)

The two-year Accounting Associate in Science degree qualifies graduates for work in the accounting field, providing students with the basic tools to carry on day-to-day operations in the accounting departments of individual and corporate business, industries and government agencies.

Current Department of Labor statistics show increased need for accountants despite the fact that many low-level accounting positions may be phased out by computers and other business machines. Data from these machines will require analysis by individuals trained in accounting terminology and procedures. The need for qualified personnel in the tax field and financial reporting will be extensive.

Places of employment:

Business Organizations

Industrial Corporations

Government Agencies

Independent Accounting Firms

Public Accounting Firms—staff positions

Government Agencies—financial clerks

Bookkeepers in small businesses

Insurance claims adjusters

Types of jobs:

Industrial accountants—general, cost, etc.

Two-Year Accounting

64 sem. hrs.

Required Courses

48 hrs.

Business	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting I, II	6
	203	Accounting Practicum	3
	301, 302	Intermediate Accounting I, II	6
Accounting	406, 407	Federal Income Tax Accounting	6
Business	306	Business Law I	3
Economics	201, 202	Economic Principles and Problems	6
CS	100	Intro. to Electronic Data Processing	3
English	104, 108	Written English	6
Psychology	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

Required Electives:

16 hrs.

Any Commerce course may be selected (Acct. 404 is recommended) except selections in Office Administration are limited to 101, 102, 251, 230, 342, 310, 360.

Business

(Associate in Applied Science)

This program is designed to offer students four options to concentrate their studies: (1) Banking, (2) General Business, (3) Insurance, and (4) Real Estate. The objective of the program is twofold: (A) to provide individuals with the opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select one of four associate degree options that would provide them with the necessary skills to function professionally in one of the four areas.

Banking Option

Hours Required

66 sem. hrs.

Required Courses

54 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Economics	201, 202	Economic Principles and Problems	6

Economics	303	Money, Credit and Banking.....	3
Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
	306, 307	Business Law I, II.....	6
Marketing	304	Marketing.....	3
CS	100	Introduction to EDP.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
Psychology	101	Introduction to Psychology.....	3
Speech	100	Introduction to Speech Communication.....	3
Business	310	Statistics.....	3
Banking	180	Principles of Banking.....	3
	284	Bank Management.....	3

Select the additional 12 credits from the following:**12 sem. hrs.**

Banking	283	Bank Investments.....	3
	285	Analyzing Financial Statements.....	3
	288	Installment Credit.....	3
	292	Trust Functions and Services.....	3
	293	Savings and Time Deposit Banking.....	3
Business	386	Real Estate Finance.....	3
	350	Investments.....	3

General Business Option**Required Courses****66 sem. hrs.**

Business	102	Intro. to Business.....	3
	141	Business Mathematics.....	3
Accounting	201	Principles of Accounting I.....	3
	202	Principles of Accounting II.....	3
Marketing	304	Marketing.....	3
Management	305	Small Business Management.....	3
Business	306	Business Law I.....	3
	307	Business Law II.....	3
Management	308	Personnel Management.....	3
	309	Principles of Management.....	3
	314	Office Management.....	3
Business	401	Business Finance.....	3
	350	Investments.....	3
		Business Electives.....	6
OAdm.	251	Business Communications.....	3
Economics	201	Econ. Principles and Problems.....	3
	202	Econ. Principles and Problems.....	3
English	104	Written English.....	3
	109	Tech. Report Writing.....	3
Psych.	101	Introduction to Psychology I.....	3
Spch. Com.	100	Intro. to Speech Communication.....	3

Insurance Option**63 sem. hrs.****Required Courses****54 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II.....	6
Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
	306, 307	Business Law I, II.....	6
	310	Statistics.....	3
	370	Principles of Insurance.....	3
	371	Property and Casualty Insurance.....	3
	372	Life Insurance.....	3

	373	Casualty Claim Practice.....	3
Economics	201, 202	Economic Principles & Problems.....	6
Marketing	205	Salesmanship.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
Psychology	101	Introduction to Psychology I.....	3
Speech	100	Intro. to Speech Communication I.....	3

The additional nine credits from the following:**9 sem. hrs.**

Business	401	Business Finance.....	3
CS	100	Introduction to Electronic Data Process.....	3
Economics	303	Money, Credit and Banking.....	3
Management	305	Small Business Management.....	3
	314	Office Management.....	3
Marketing	304	Marketing.....	3
OAdm.	251	Business Communications.....	3
	310	Supervising O/S Personnel.....	3

Minor B.A. and B.S. Degree**18 sem. hrs.****Required Courses****12 sem. hrs.**

Business	370	Principles of Insurance.....	3
	371	Property and Casualty Insurance.....	3
	372	Life Insurance.....	3
	373	Casualty Claim Practice.....	3

The additional 6 credits from the following:**6 sem. hrs.**

Business	306	Business Law I.....	3
	307	Business Law II.....	3
	310	Statistics.....	3
Management	305	Small Business Management.....	3
	314	Office Management.....	3
Marketing	205	Salesmanship.....	3
	304	Marketing.....	3

Real Estate Option**66 sem. hrs.****Required Courses****51 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II.....	6
Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
	360	Real Estate Principles.....	3
	361	Real Estate Law.....	3
	362	Real Estate Appraisal.....	3
	386	Real Estate Finance.....	3
Economics	201, 202	Economic Principles and Problems.....	6
	303	Money, Credit and Banking.....	3
Marketing	205	Salesmanship.....	3
	304	Marketing.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
Psychology	101	Introduction to Psychology I.....	3
Speech	100	Intro. to Speech Communication.....	3

The additional 15 credits from the following:**15 sem. hrs.**

Business	306, 307	Business Law I, II.....	6
Management	305	Small Business Management.....	3
	314	Office Management.....	3
Marketing	320	Advertising.....	3
OAdm.	310	Supervising O/S Personnel.....	3

Minor B.A. and B.S. Degree**18 sem. hrs.****Required Courses****12 sem. hrs.**

Business	360	Real Estate Principles.....	3
	361	Real Estate Law.....	3
	362	Real Estate Appraisal.....	3
	386	Real Estate Finance.....	3

The additional 6 credits from the following:**6 sem. hrs.**

Business	306	Business Law I.....	3
	307	Business Law II.....	3
Management	305	Small Business Management.....	3
	314	Office Management.....	3
Marketing	205	Salesmanship.....	3
	304	Marketing.....	3

Child Care**(Associate in Applied Science)**

Child Care is the study of the life and development of children. The two-year Associate in Applied Science Degree provides practical experience in working with children in community agencies as well as in college classroom study. Work in community agencies enables students to become aware of employment possibilities, requirements of these various operations, and the application of their classroom work..

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools and as aides in public schools. They may also be employed in home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government. The program also prepares the student for the vocation of parenting.

Child Care**67 sem. hrs.**

Education	220	Areas of Exceptionality in Special Education.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
	207	Children's Literature.....	3
Home Ec.	110	Elementary Nutrition.....	2
	130	The Child and Community.....	3
	131	Programs for Early Childhood.....	3
	132	The Child and Community Practicum.....	1
	200	Child Care Practicum.....	3
	201	Principles of Food Selection and Prep.....	3
	230	Theory and Practice in Work with Young Children.....	3
	232	Practicum with Young Children.....	3
	310	Family Life Education.....	3
	312	Consumer Education.....	3
	328	Cognitive Affective Development of Children.....	3
	330	Child Care and Development.....	3
	331	Adolescent Development.....	2
	332	Child Development Problems.....	3
Phy. Sci.	100	Scientific Methodology.....	2
	101	(Choose one).....	2
	or 102, or		

	103, or 104, or 105		
Psych.	101	Introduction to Psychology I.....	3
Spch. Com.	459	Speech Correction.....	3
Electives choose from the following.....			7
Acct.	201	Principles of Accounting I.....	3
Art	255	Art Appreciation.....	2
Bus	102	Introduction to Business.....	3
	306	Business Law I.....	3
CJ	100	Introduction to Criminal Justice.....	3
CS	100	Introduction to Electronic Data Processing.....	3
Educ	221	Education of Exceptional Children (PR: Educ 220).....	3
EMS	101	Techniques of Emergency Medical Services.....	4
Math	110	Mathematics for Elementary Teachers I.....	3
Mgmt	305	Small Business Management.....	3
Mus	205	Music Appreciation.....	2
	207	Beginning Recorder.....	2
P.Ed.	326	Early Psychomotor Development.....	2
Saf	200	Accident Analysis and Emergency Care.....	2

Minor B.A. and B.S. Degrees**25 sem. hrs.**

Home Ec.	130	The Child and Community.....	3
	131	Programs for Early Childhood.....	3
	132	The Child and Community Prac.....	1
	230	Theory and Practice in Work with Young Children.....	3
	232	Practicum with Young Children.....	3
	330	Child Care and Development.....	3
	332	Child Development Problems.....	3
Elective Hours to be selected from the following.....			6
Education	220	Areas of Except. in Spec. Ed.....	3
	300	The Reading Process.....	3
	424	Educational Technology.....	3
English	207	Children's Literature.....	3
Psych.	330	Developmental.....	3
Home Ec.	110	Elementary Nutrition.....	2
	310	Family Life Education.....	3
	328	Cognitive Affective Development of Children.....	3
	331	Adolescent Development.....	2

Clerical**(Associate in Science)**

The clerical program is offered for students who are interested in employment in a medical, legal, or executive office but who are not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

Places of employment:
Government agencies
Insurance companies
Industrial companies
Banks

Types of jobs:
Clerk-typists
Filing clerks
Bookkeepers
Office machine operators
Receptionists
Mailroom clerks

Two-Year Clerical Program**64 sem. hrs.****Required Courses**

Accounting	201	Principles of Accounting I.....	3
	202	Principles of Accounting II.....	3
Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
OAdm.	102	Intermediate Typewriting/ Keyboarding.....	3
	211	Advanced Typewriting/ Keyboarding.....	3
	251	Business Communications.....	3
	340	Principles of Word Processing.....	3
	341	Word Processing Applications.....	3
	342	Electronic Records Management.....	3
OAdm.	360	General Office Procedures.....	3
	362	Directed Office Experience.....	2
CS	100	Introduction to EDP.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
Management	314	Office Management.....	3
Psychology	101	Introduction to Psychology.....	3
Speech	100	Introduction to Speech Communications.....	3
		or	
	107	Speech Improvement.....	3
		Electives.....	11

Minor B.A. and B.S. Degrees**26 sem. hrs.**

(Not open to majors in Group D Business Administration.)

Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
OAdm.	102	Intermediate Typewriting/ Keyboarding.....	3
	211	Advanced Typewriting/ Keyboarding.....	3
	251	Business Communications.....	3
	340	Principles of Word Processing.....	3
	342	Electronic Records Management.....	3
	360	General Office Procedures.....	3
	362*	Directed Office Experience.....	2

*Specialized courses in office administrative management and office experience may be substituted.

Clerical—One Year Certificate in Applied Science**32 sem. hrs.**

Business	102	Introduction to Business.....	3
	141	Business Math.....	3
OAdm.	102	Intermediate Typewriting/ Keyboarding.....	3
	204	Secretarial Accounting.....	3
	211	Advanced Typewriting/ Keyboarding.....	3
	230	Introduction to Word Processing.....	3
	251	Business Communications.....	3
	342	Electronic Records Management.....	3
	360	General Office Procedures.....	3
	362	Directed Office Experience.....	2
English	104	Written English.....	3

Computer Science

(Associate in Science)

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the programming of a typical commercial or scientific computer.

Places of employment:
Government agencies
Insurance companies
Banks
Wholesale business
Public utilities

Manufacturing

Types of jobs:
Computer programming
Computer operations
Data entry

Equipment

On-line terminal access to an IBM mainframe and several DEC VAX 11/780 computers as well as access to IBM PC and PS/2 microcomputers in several labs.

Two-year Computer Science

65 sem. hrs.

Required Courses

CS	102	Principles of Programming I.....	3
	108	Principles of Programming II.....	4
	104	COBOL Programming I.....	4
	204	COBOL Programming II.....	4
	220	Business Systems.....	3
	103	FORTTRAN Programming I.....	4
	201	Assembler Programming.....	4
	250	Programming Languages.....	3
Accounting	201, 202	Principles of Accounting I, II.....	6
English	104, 108	Written and Advanced Written English.....	6
Management	309	Principles of Management.....	3
Math	115	Intermediate Mathematics II.....	4
OAdm.	101	Beginning Typewriting/ Keyboarding.....	2
Electives		15

Criminal Justice

(Associate in Applied Science)

Designed to prepare individuals for effective law enforcement careers, the program at Fairmont Community College provides students with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with adviser assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:
Local, county, and state
governments
Industrial commercial
security agencies
Social service agencies

Types of jobs:
Police officers
Correctional officers
Technical and related careers
in criminal justice
Security/loss prevention coordinators
Private investigators

Criminal Justice**68 sem. hrs.****Required Courses****28 sem. hrs.**

English	104	Written English.....	3
	108	Advanced Written English.....	3
Spch. Com.	100	Intro. to Speech.....	3
Pol. Sci.	103	American National Government.....	3
Psych.	101	Intro. to Psychology.....	3
	250	Community Psychology.....	3
Sociology	110	Intro. to Sociology.....	3
	200	Social Problems.....	3
E.M.S.	101	Techniques of E.M.S.....	4

Criminal Justice Required Courses**24 sem. hrs.**

CJ	100	Intro to Criminal Justice.....	3
	101	Police Operations.....	3
	202	Principles of Criminal Law I.....	3
	206	Intro. to Corrections.....	3
	212	Abnor. Behav. and Crisis Inter.....	3
	236	Criminal Investigation.....	3
	240	Adjudication Process.....	3
	320	Criminology.....	3

Criminal Justice Elective Courses**12 sem. hrs.**

(Adviser approval required)

CJ	199	Special Topics.....	1-12
	200	Criminalistics.....	3
	201	Traffic Law Enforcement.....	3
	205	Natural Resource Law.....	3
	209	Firearms.....	2
	210	Firearms Lab.....	1
	246	Criminal Evidence and Proc.....	3
	310	Public and Police Admin.....	3
	315	Business and Indust. Security.....	3
	316	Community Relations in CJ.....	3
	335	Analysis of Police Operations.....	3
	355	Analysis of Correctional Operations.....	3

General Electives**4 sem. hrs.****Minor B.A. and B.S. Degrees****24 sem. hrs.**

CJ	100	Introduction to Criminal Justice.....	3
	101	Police Operations.....	3
	206	Introduction to Corrections.....	3
	240	Adjudication Process.....	3
	320	Criminology.....	3
Approved CJ Electives.....			9

Emergency Medical Services***(Certificate in Applied Science)**

The following Emergency Medical Services One-Year Certificate Program was implemented in January, 1976. This program is designed to train paraprofessionals to provide Emergency Medical Services commensurate with the needs of the geographic region and consists of three areas of specialization. Upon completion of the program, participants would qualify for examination by the West Virginia Department of Health for:

1. National EMT-Ambulance Certification
2. Paramedic Certification. Only after obtaining National EMT-A certification, completing EMS 198 Advanced Emergency Care, and completing EMS 201 Practicum will the participant qualify to take the State Paramedic Certifying Examination.
3. Emergency Medical Services Certification, through Fairmont State College.

A one-year certificate may be awarded upon successful completion of the program.

Emergency Medical Services Program

38 sem. hrs.

English	104	Written English.....	3
EMS	101	Techniques of EMS.....	4
	102	Clinical Practicum.....	3
	105	Specialized Rescue Techniques.....	3
	198	Adv. Emergency Care.....	8
	201	Practicum.....	4
Biology	170	Anatomy & Physiology.....	4
Psychology	101	Introduction to Psychology.....	3
Health	202	Community Health Problems.....	3
Allied Health	100	Medical Terminology.....	3

*Admission to this certificate program is limited to active emergency personnel with approval of the program coordinator.

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology

68 sem. hrs.

(Associate in Science)

Requirements

English	104	Written English.....	3
	108	Advanced Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Physics	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Tec	290	Engineering Analysis I.....	4
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
	215	Architectural Drafting.....	4
Arc	200	Graphics.....	3
	210	Design I.....	4
	230	Architectural History I.....	3
	250	Design II.....	4
	260	Architectural History II.....	3

Art	140	Art Structure and Applied Design.....	3
Civ	200	Surveying I.....	4
	210	Light Construction.....	4
	220	Construction Materials and Methods.....	3

Civil Engineering Technology**67 sem. hrs.****(Associate in Science)****Requirements**

Eng	104	Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Econ	200	Introduction to Economics.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
CS	101	Applied Tech. Program.....	3
Tec	290	Engineering Analysis I.....	4
Mat	100	Materials and Processes.....	3
Mec	100	Statics.....	3
	200	Strength of Materials.....	4
Drf	100	Engineering Graphics.....	3
	235	Technical Drafting.....	3
Civ	200	Surveying I.....	4
	210	Light Construction.....	4
	220	Construction Materials and Methods.....	3
	240	Surveying II.....	4
	320	Construction Planning, Estimating and Contracts.....	3
Speech	100	Intro. to Speech Comm.....	3

Commercial Design/Graphics Technology**65 sem. hrs.****(Associate in Applied Science)**

Eng	104	Written English.....	3
	109	Technical Report Writing.....	3
Jour	320	Advertising.....	3
Drf	100	Engineering Graphics.....	3
GCT	100	Graphic Communications Processes.....	3
	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I.....	3
	230	Layout and Design I.....	3
	240	Graphic Arts Photography.....	3
	260	Practicum Commercial/Graphics.....	6
	300	Basic Photography.....	3
Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing.....	3
	155	Theory of Art.....	2
	241	Drawing from Life.....	3
	341	Graphics.....	3
	363	Painting in Watercolor.....	3
Electives (must be selected from list below):			9
GCT	220	Estimating and Cost Analysis.....	3
	270	Screen Printing Techniques.....	3
	310	Advanced Photography.....	3
	320	Image Assembly II.....	3
	330	Layout and Design II.....	3

340	Image Transfer Mechanisms II.....	3
410	Printing Techniques.....	3
420	Computer Applications to Graphic Communications.....	3

Minor, B.A. and B.S. Degree**33 sem. hrs.**

GCT	100	Graphic Communication Processes.....	3
	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I.....	3
	230	Layout and Design I.....	3
	240	Graphic Arts Photography.....	3
	300	Basic Photography.....	3
Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing.....	3
	241	Drawing from Life.....	3
	363	Painting in Watercolor.....	3

Drafting/Design Technology**68 sem. hrs.****(Associate in Applied Science)****Requirements**

Eng	104	Written English.....	3
	108	Advanced Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Econ	200	Introduction to Economics.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
CS	101	Applied Tech. Program.....	3
Saf	201	Occupational Safety.....	3
Tec	290	Engineering Analysis I.....	4
Mat	100	Materials and Processes.....	3
Drf	100	Engineering Graphics.....	3
	205	Technical Illustration.....	3
	215	Architectural Drafting.....	4
	225	Descriptive Geometry.....	2
	235	Technical Drafting.....	3
	245	Architectural Design.....	2
	255	Tool Design.....	4
	270	Computer Graphics.....	3
Spch.	100	Intro to Speech Comm.....	3
Technical Electives (Adviser approved).....			2

Electronics Engineering Technology**69 sem. hrs.****(Associate in Science)****Requirements**

Eng	104	Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Econ	200	Introduction to Economics.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
Saf	201	Occupational Safety.....	3

Tec	290	Engineering Analysis I.....	4
Ele	100	Circuit Analysis I.....	3
	200	Electronic Shop Practices.....	3
	210	Circuit Analysis II.....	3
	215	Basic Transistors.....	3
	220	Linear Electronics.....	3
	230	Digital Electronics.....	3
	240	Industrial Electronics.....	3
	250	AC-DC Machinery and Controls.....	3
	260	Communication Systems.....	3
	270	Microcomputer Systems.....	3
Drf	100	Engineering Graphics.....	3
CS	101	Applied Technical Program.....	3
Spch	100	Intro. to Speech Comm.....	3

Graphic Communications Technology

67-68 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English.....	3
	108	Advanced Written English.....	3
	109	Technical Report Writing.....	3
Econ	200	Introduction to Economics.....	3
Bus	141	Business Mathematics.....	3
Acct.	201	Principles of Accounting I.....	3
Phy.Sci.	104	Physics.....	2
CS	101	Applied Tech. Program.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Drf	100	Engineering Graphics.....	3
GCT	100	Graphic Communications Processes.....	3
	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I.....	3
	220	Estimating and Cost Analysis.....	3
	240	Graphic Arts Photography.....	3
	250	Graphic Communications Practicum.....	6
	300	Basic Photography.....	3
Bus Ed	101 or 102	Beginning or Inter. Type./ Key.....	2/3
Management	305	Small Business Management.....	3
Technology Electives (selected from list below)			6
GCT	230	Layout and Design I.....	3
	270	Screen Printing Techniques.....	3
	320	Image Assembly II.....	3
	340	Image Transfer Mechanisms II.....	3
	410	Printing Techniques.....	3
	420	Computer Applications to Graphic Communications.....	3

Manufacturing Engineering Technology

67 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English.....	3
	108	Advanced Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3

Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Tech. Program.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4
Tech	302	Production.....	3
Ele	100	Circuit Analysis I.....	3
Mat	100	Materials and Processes.....	3
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
	255	Tool Design.....	4
Mfg	200	Welding.....	4
	210	Machine Shop.....	3
	220	Metallurgy.....	2
	230	Advanced Welding.....	3

Mechanical Engineering Technology

67 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Econ	200	Introduction to Economics.....	3
Phy	101	Introduction to Physics.....	4
	102	Introduction to Physics.....	4
CS	101	Applied Tech. Program.....	3
Tec	290	Engineering Analysis I.....	4
Ele	100	Circuit Analysis I.....	3
	250	AC-DC Machinery and Controls.....	3
Mat	100	Materials and Processes.....	3
Drf	100	Engineering Graphics.....	3
Drf	235	Technical Drafting.....	3
	270	Computer Graphics.....	3
Spch	100	Intro. to Speech Comm.....	3
Mec	100	Statistics.....	3
	200	Strength of Materials.....	4
	210	Thermodynamics I.....	3
	220	Fluid Mechanics.....	3
	240	Machine Design I.....	3

Mining Engineering Technology

69 sem. hrs.

(Associate in Science)

Requirements—Mining

Eng	104	Written English.....	3
	108	Advanced Written English.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Speech	100	Introduction to Speech Communication.....	3
Geol	101	General Geology.....	3
Chem	101	General Chemistry.....	4
Phy	101	Introduction to Physics.....	4
CS	101	Applied Tech. Program.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4

Civ	200	Surveying I.....	4
Drf	100	Engineering Graphics.....	3
Ele	100	Circuit Analysis I.....	3
	250	AC-DC Machinery and Controls.....	3
Mat	100	Materials and Processes.....	3
Mec	100	Statics.....	3
	220	Fluid Mechanics.....	3
Min	101	Mining Orientation and Computation.....	1
	200	Mining Methods, Safety and Laws.....	2
	210	Coal Analysis, Sampling and Preparation.....	3
	220	Mine Mapping and Surveying.....	3
	240	Mine Ventilation and Drainage.....	2

Safety Engineering Technology

68 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English.....	3
	108	Advanced Written English.....	3
	109	Technical Report Writing.....	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II.....	3
Chem	101	General Chemistry.....	4
	102	General Chemistry.....	4
CS	101	Applied Technical Program.....	3
Saf	201	Occupational Safety.....	3
Mfg	250	Personnel Problems and Labor Relations.....	3
Tec	290	Engineering Analysis I.....	4
Ele	100	Circuit Analysis I.....	3
Mat	100	Materials and Processes.....	3
Mec	100	Statics.....	3
Drf	100	Engineering Graphics.....	3
Saf Ed	101	First Aid.....	2
Saf	210	Disaster Preparedness and Emergency Systems.....	3
	220	Environmental Hazard Control.....	3
	230	Introduction to Industrial Hygiene.....	3
	235	Fire Prevention and Inspection.....	3
	240	Safety Engineering Design.....	3
	250	Safety Legislation and Compliance.....	3

Fashion Merchandising

(Associate in Applied Science)

Fashion Merchandising is a program designed to train competent department managers or fashion coordinators for department stores, fashion boutiques or small retail firms, as well as for ownership of independent fashion shops. This program will provide background to pursue a number of fashion industry careers.

Fashion Merchandising

68 sem. hrs.

Accounting	201	Principles of Accounting I.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3

Home Ec.	101	Principles of Clothing Construction.....	3
	102	Advanced Clothing Construction.....	2
	103	Clothing Selection.....	2
	115	Intro. to Fashion Merch.....	3
	116	Fashion Illustration.....	3
	210	Textiles.....	3
	217	Fashion Retailing & Merch.....	3
	218	Fashion Merchandising Practicum.....	4
	251	Applied Design.....	2
	312	Consumer Education.....	3
Journalism	270	Communications in Society.....	2
Marketing	205	Salesmanship.....	3
	304	Marketing.....	3
	305	Small Business Management.....	3
	320	Advertising.....	3
Psychology	101	Intro. to Psychology I.....	3
Speech	100	Intro. to Speech Comm.....	3
Theatre	140	Theatrical Production.....	2
Electives.....			9

Suggested Electives

ARC	200	Graphics (PR: DRF 100).....	3
Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing.....	3
Bus.	306	Business Law I.....	3
DRF	100	Engineering Graphics.....	3
	205	Technical Illustration (PR: DRF 100).....	3
GCT	100	Graphic Communication Process.....	3
	200	Image Assembly I (PR: GCT 100).....	3
	300	Basic Photography.....	3
H.Ec.	140	Intro. to Interior Design.....	3
	315	Home Management.....	3
Mgmt.	308	Personnel Management.....	3
Mktg.	300	Retailing.....	3

Minor, B.A. and B.S. Degrees

24 sem. hrs.

H.Ec.	101	Principles of Clothing Construction.....	3
	103	Clothing Selection.....	2
	115	Introduction to Fashion Merchandising.....	3
	116	Fashion Illustration.....	3
	210	Textiles.....	3
	217	Fashion Retailing and Merchandising.....	3
	218	Fashion Merchandising Practicum.....	4
Mrkt.	304	Marketing.....	3

Food Service Management

(Associate in Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. This degree will

also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:

Airlines	Industrial food management
Cafeterias	Restaurants
Catering Organizations	
Clubs	Types of jobs:
College-School Food Services	Chef's Assistants
Commercial Food Processing	Cooks
Fast Food Service Operations	Food Directors
Hospitals	Food Managers (Chain Operations)
Hotels, Motels	

Food Service Management

64 sem. hrs.

Accounting	201	Principles of Accounting I.....	3
Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
CS	100	Introduction to EDP.....	3
English	104	Written English.....	3
	108	Adv. Written English.....	3
Home Ec.	110	Elementary Nutrition.....	2
	201	Principles of Food Selection and Prep.....	3
	201L	Laboratory.....	0
	202	Meal Management.....	2
	202L	Laboratory.....	0
	219	Intro. to Food Service Industry.....	3
	220	Diet Therapy and Com. Nutrition.....	3
	221	Food Service Equipment.....	2
	223	Quantity Foods.....	3
	224	Food Service Practicum.....	4
	227	Food & Beverage Merchandising.....	3
	229	Food Management Seminar.....	1
Management	308	Personnel Management.....	3
Phys. Ed.	100	Basic Phys. Education.....	1
	101	Basic Physio. Cond.-Health.....	1
Phy. Sci.	102	Chemistry or	
	104	Physics.....	2
Psychology	101	Introduction to Psychology I.....	3
Sociology	110	Introduction to Sociology.....	3
Electives.....			7

Suggested Electives

Business	306	Business Law I.....	3
Economics	200	Economics.....	3
Home Ec.	312	Consumer Education.....	3
	315	Home Management.....	3
	318	Home Management Problems.....	2
Management	305	Small Business Management.....	3
Marketing	304	Marketing.....	3
Speech	100	Introduction to Speech Communication.....	3

Minor, B.A. and B.S. Degrees

24 sem. hrs.

Accounting	201	Principles of Accounting I.....	3
Home Ec.	110	Elementary Nutrition.....	2
	201	Principles of Food Selection and Prep.....	3
	201L	Laboratory.....	0

219	Intro. to Food Service Industry.....	3
221	Food Service Equipment.....	2
223	Quantity Foods.....	3
224	Food Service Practicum.....	4
227	Food & Beverage Merchandising.....	3
229	Food Management Seminar.....	1

General Studies

(Associate of Arts)

The General Studies associate of arts degree is excellent for students who wish to complete a degree before going on to a career training program. Some technical and professional occupations require applicants to have completed at least two years of college before entering their training programs. The General Studies degree will give students that background.

This degree also benefits those students who are undecided about a major and those who wish to improve their general education or update their skills. The courses follow the General Studies curriculum of the College.

Prospects

- Two-year degree needed for some technical and professional training programs.
- Minimal college degree for those temporarily unable to complete a four-year program.
- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies*

64 sem. hrs.

Semester 1

English 104.....	3
Art 255 or Music 205 or Music 207 or Theatre 100.....	2
History or Social Science.....	3
Physical Education Activity.....	1
Science or Math.....	2-5
Elective.....	3
	14-17

Semester 2

English 108.....	3
History or Social Science.....	3
Science or Math.....	2-5
Electives.....	5-8
	16

Semester 3

English 260.....	3
History or Social Science.....	3
Speech Communication 100.....	3
Electives.....	7
	16

Semester 4

English 250.....	3
History or Social Science.....	3
Electives.....	10
	16

The History or Social Science and Science or Math requirements of this program may be fulfilled only by courses that are listed in the General Studies curriculum for the Bachelor of Science (B.S.) Degree.

Interior Design

(Associate in Applied Science)

This program is designed to prepare students to seek employment as an interior decorator, an assistant to an interior designer, or a home planner. Students will be prepared to work in the field of residential or commercial interior planning as a consultant and coordinator to plan, design and select materials and components. The retail industry is a major employer for graduates of this program. The opportunity to be self-employed in a design studio is also a possible career direction. Personal satisfaction may also be attained through the application of design concepts in the home. Fundamentals of the design process, technical application and professionalism contribute to a strong preparation.

Interior Design**64 sem. hrs.**

Art	255	Art Appreciation.....	2
Business	141	Business Mathematics	
		or	
	102	Introduction to Business.....	3
Drafting	100	Engineering Graphics.....	3
	215	Architectural Drafting.....	4
	245	Architectural Design.....	2
English	104	Written English.....	3
	108	Advanced Written English.....	3
Home Ec.	140	Intro. to Interior Design.....	3
	210	Textiles.....	3
	251	Applied Design.....	2
	275	Interior Design Practicum.....	4
	320	Home Planning and Furnishing.....	3
	351	Home Arts.....	3
	371	Problems in Interior Design.....	4
Marketing	205	Salesmanship.....	3
	300	Retailing	
		or	
Management	305	Small Business Management.....	3
Psychology	101	Intro. to Psychology I.....	3
Speech	100	Intro. to Speech Comm.....	3
Tec	410	Guided Design Seminar.....	4
Electives.....			6

Minor, B.A. and B.S. Degrees**24 sem. hrs.**

Home Ec.	140	Intro. to Interior Design.....	3
	210	Textiles.....	3
	251	Applied Design.....	2

	275	Interior Design Practicum.....	4
	320	Home Planning and Furnishing.....	3
	371	Problems in Interior Design.....	4
Art	255	Art Appreciation.....	2
Drf	100	Engineering Graphics.....	3

Medical Laboratory Technology

(Associate in Applied Science)

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State College and medical institutions, Fairmont Clinic, Fairmont General Hospital, Roche Biomedical Laboratory in Fairmont, and United Hospital Center, Inc., in Clarksburg.

In addition to general studies and a common core of Allied Health Science Courses 44 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to begin the clinical year of the MLT Program, a student must have an overall quality point average of 2.0 plus an overall 2.0 average in the following clinically related subjects: MLT 101 and 102, Chemistry 105 and 106, Biology 170 (Anatomy and Physiology) and 205 (Microbiology). Failure to attain this average results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT 101 or 102 or failure of MLT 101 or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is accredited by the Committee on Allied Health, Education and Accreditation (CAHEA). Upon completion of the required curriculum, students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors:

1. Meeting the general admission requirements of Fairmont State College.
2. Having successfully completed high school chemistry or its equivalent.
3. Submitting an application for admission, designating MLT as a major field of study; ACT or SAT scores, high school transcript or GED scores, and a college transcript (if applicable) to the Admissions Director by January 31 in order to be considered for the following academic year.
4. Having a strong math and science background.

Places of employment:

Hospitals

Clinics

Independent Laboratories

Physicians' offices

Public health agencies

Pharmaceutical firms

Research institutions

Types of jobs:

Medical laboratory analysis

Medical Laboratory Technology

74 sem. hrs.

Semester I

Eng.	104	Written English.....	3
Math	111	Intro. to Algebra.....	3
Chem.	105	Chemical Principles.....	5
MLT	101	Introduction to MLT.....	3
Bio.	170	Anatomy & Physiology.....	4

Semester II

English	108	Advanced Written English.....	3
Chemistry	106	Chemistry Principles.....	5
Biology	205	Technical Microbiology.....	4
Psychology	101	Introduction to Psychology I.....	3
MLT	102	Clinical Microscopy and Laboratory Instrumentation.....	3 18

(All of the above courses must be completed prior to the clinical year.)

Twelve-Month Clinical Rotation

MLT	200	Clinical Serology Lecture.....	1
MLT	201	Clinical Serology Practicum.....	1
MLT	202	Clinical Biochem. Lecture.....	4
MLT	203	Clin. Biochem. Practicum A.....	2
MLT	204	Clin. Biochem. Practicum B.....	2
MLT	205	Clinical Microbio. Lecture.....	4
MLT	206	Clin. Microbio. Practicum A.....	2
MLT	207	Clin. Microbio. Practicum B.....	2
MLT	208	Clin. Mycology and Parasitology.....	1
MLT	209	Clin. Microscopy Practicum.....	1
MLT	210	Clin. Hematology Lecture.....	4
MLT	211	Clinical Hematology Practicum A.....	2
MLT	212	Clin. Hematology Practicum B.....	2
MLT	213	Immunohematology Lecture.....	4
MLT	214	Immunohematology Practicum A.....	2
MLT	215	Immunohematology Practicum B.....	2
MLT	216	Seminar.....	2 38

Medical Record Technology**(Associate in Applied Science)**

The Medical Record Technology Program is designed to prepare students to work as medical record technicians in health care facilities.

The medical record technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval, statistical reporting and analysis, transcription, legal aspects of health information, with release of information, disease and operation coding, indexing and DRG assignments, requirements for licensure and accreditation, quality assurance, risk management, and management.

In addition to mastery of technical skills such as operating word processing equipment, abstracting discharge data to support quality assurance activities, and supporting committee chairpersons in carrying out committee functions, the technician will be prepared to accept the responsibility of supervising health record operations in a variety of health facilities.

The Medical Record Technology Program is accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Graduates of the program are eligible to apply to write the accreditation examination of the American Medical Record Association for the Designation ART—Accredited Record Technician.

In order to continue in the program of Medical Record Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied

Health 100, 102; Biology 170; MRT 103, 104, 107, 108, 109, 110, 205, 206, 207, 208, and 209. Failure to maintain this average results in dismissal from the program.

Withdrawal or failure in any MRT course results in dismissal from the program. Readmission will be based on reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals selected for the program will be notified before March 31. Admission is based on these factors: high school records, ACT scores, and college course work (if applicable). One year of high school instruction in typewriting or a minimum proficiency skill of 35 words per minute is required for admission to the program. Proof of this proficiency may be demonstrated by submitting a statement from a former instructor at the time of application or by taking a typewriting test administered by Health Careers Division personnel.

Places of employment:

Physician's offices
Clinics
Health Agencies
Hospitals
Insurance Companies
Law Firms
Nursing Homes
State and Federal Agencies

Types of jobs:

Medical Record Clerk
Medical Record Transcriptionist
Supervisory
Medical Auditors/DRG
(financial) analyst
DRG/Coding Specialist

Medical Record Technology

68 sem. hrs.

Semester I

MRT	103	Directed Practice I.....	1
	104	Introduction to Medical Records.....	3
	107	Storage Systems.....	2
AH	100	Medical Terminology.....	3
SOC	110	Introductory Sociology.....	3
ENG	104	Written English.....	3
PSY	101	Introduction to Psychology I.....	3
			18

Semester II

MRT	110	Legal Aspects of Health Information.....	3
	106	Directed Practice II.....	2
	108	Medical Transcription/ Word Processing.....	3
	109	Health Care Statistics.....	3
BIO	170	Anatomy and Physiology.....	4
Elective.....			2
			17

Semester III

MRT	205	Classification Systems, Indexes, Registers.....	5
	206	Directed Practice III.....	3
AH	102	Pathophysiology.....	3
ENG	108	Advanced Written English.....	3
CS	100	Introduction to Electronic Data Processing.....	3
			17

Semester IV

MRT	207	Health Information Supervision.....	5
	208	Directed Practice IV.....	3
	209	Seminar.....	2
MGT	314	Office Management.....	3
Elective.....			3
			16

Nursing

(Associate in Science)

The two-year Associate Degree Nursing Program is designed to prepare beginning technical practitioners of nursing to work in structured settings. The curriculum includes a balance of nursing and non-nursing courses. Learning experiences in the college and clinical laboratories are a vital component of the nursing courses. Students have the opportunity to apply nursing theory and skills in clinical settings which may include area hospitals, nursing homes, nearby clinics, schools and mental health facilities.

To be considered for admission into the nursing program, the applicant must:

1. Meet the general admission requirements of Fairmont State College.
2. Have successfully completed high school chemistry or the equivalent (Physical Science 102).
3. Submit application for admission designating nursing as a major field of study, ACT or SAT scores, high school transcript or GED scores, and college or LPN transcript (if applicable) to the Admissions Director by December 31 to be considered for the following academic year.
4. Submit a resume to the Admissions Director if the candidate is not a recent high school graduate.
5. Have a strong math and science background.

To enroll in Nursing 120, Psychiatric Nursing, a student must have an overall grade point average of 2.0 in the nursing courses. To enroll in the second year of the program, a student must have an average of 2.0 in the following courses: Anatomy and Physiology (Biology 170); Nutrition (Home Economics 110); Microbiology (Biology 205); Introduction to Psychology (Psychology 101); and Introduction to Pharmacology (Allied Health 106).

To graduate from the nursing program, a student must have a 2.0 average in nursing courses and a cumulative 2.0 grade point average. Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse provided they meet the three legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 7. These requirements are:

1. Is of good moral character.
2. Has completed an approved four-year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Nursing

70 sem. hrs.

First Term (Fall Semester)

Allied Health 106	Intro. to Pharmacology.....	2
English 104	Written English.....	3
Nursing 101	Fundamentals of Nursing.....	6
Home Ec. 110	Nutrition.....	2
Biology 170	Anatomy and Physiology.....	4

17

Second Term (Spring Semester)

Psychology	101	Introduction to Psychology I.....	3
Nursing	103	Medical-Surgical Nursing.....	8
Biology	205	Technical Microbiology.....	4
			15

Summer Session (5 weeks)

Nursing	120	Psychiatric Nursing.....	6
			6

Fourth Term (Fall Semester)

English	108	Written English.....	3
Sociology	110	Introduction to Sociology.....	3
Nursing	202	Medical-Surgical Nursing.....	8
	204	Trends in Nursing.....	2
			16

Fifth Term (Spring Semester)

Pol. Sci.	103	American Government.....	3
		or	
	200	Introduction to Political Science.....	3
Nursing	205	Maternity Nursing (8 weeks).....	5
	206	Nursing of Children (8 weeks).....	5
Elective		(Consent of Adviser).....	3
			16

Psychological Service Technician**(Associate in Applied Science)**

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in service careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

In practice students perform therapeutic-preventive roles and are involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation, under supervision.

Types of jobs:

Community action workers
 Caseworker aides
 Psychiatric aides
 Public health aides
 Mental health aides
 Employment service interviewers
 Social security officers
 claims
 interviews

Places of employment

Public institutions
 Private institutions
 Corrections organizations
 Schools
 Drug abuse center programs
 Mental health careers
 Hospitals

Psychological Service Technician**64 sem. hrs.**

English	104	Written English.....	3
	108	Advanced Written English.....	3
		or	
	109	Technical Report Writing.....	3

Spch. Com.	100	Introduction to Speech Communication	3
	240	Group discussion	3
Sociology	110	Introduction to Sociology	3
Psychology	101	Introduction to Psychology	3
	102	Introduction to Psychology	3
	210	Personal Adjustment	3
	250	Community Psychology	3
		or	
	260	Industrial and Personnel-Psychology	3
	230	Social Psychology	3
	494	Interpersonal Dynamics	3
	497	Clinical Practicum I	3
	498	Clinical Practicum II	3
		Psychology Electives	12
		Electives	9
	480	Directed Studies	4

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from the psychology curriculum or other disciplines. This flexibility allows for an optimum "student-training—job market" fit. It is in the Practicums and Seminar, where the student's educational experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Minor, B.A. and B.S. Degrees

18 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 Level		6
Any two courses from the 300 or 400 Levels		6

Retail Management

(Associate in Science)

Designed to prepare students for careers in middle management positions in large or small retail firms as well as for independent store ownership. Retail Management combines on-campus courses with part-time positions at carefully selected area retail establishments, consistent with individual employment goals.

During the two-year period a minimum of 240 hours of on-the-job training is required, enabling students to put theory into practice while developing competencies through practical experience. Course work emphasizes the functions of marketing, economics, merchandising, operations and management within the retailing field. Students are provided academic, personal and occupational guidance and assistance in finding both full-time and part-time employment.

Places of employment:

Positions in large and small firms
Vacation resorts
Hotels
Motels
Wholesale establishments

Types of jobs:

Independent store ownership
Management training with
retail firms
Sales—retail and wholesale

Retail Management Curriculum**64 sem. hrs.**

Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
Accounting	201, 202	Principles of Accounting I, II.....	6
Marketing	300	Retailing.....	3
Management	308	Personnel Management.....	3
Marketing	304	Marketing.....	3
Management	305	Small Business Management.....	3
Business	306, 307	Business Law.....	6
Marketing	320	Advertising.....	3
	205	Salesmanship.....	3
	312	Retail Field Experience.....	4
English	104, 108	Written English.....	6
Economics	201, 202	Economic Principles and Problems.....	6
CS	100	Intro. to Electronic Data Processing.....	3
Electives.....			9

Minor, B.A. and B.S. Degrees**18 sem. hrs.**

Marketing	205	Salesmanship.....	3
	300	Retailing.....	3
	304	Marketing.....	3
Management	305	Small Business Management.....	3
	308	Personnel Management.....	3
Marketing	320	Advertising.....	3

Secretarial**(Associate in Science)**

The two-year secretarial program provides entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures. Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program. Training is provided for specializations in medical, legal, and executive office procedures.

While the secretary's primary job is taking dictation and transcribing for one or more persons, often in a stenographic pool, the secretary may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies, as well as the business, he/she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

Places of employment:

Business, legal and medical offices
 Government agencies
 Insurance firms
 Banks
 Legal departments

Types of jobs:

Stenographers
 Secretaries
 Executive Secretaries
 Clerical positions

Required Courses**65 sem. hrs.**

Business	102	Introduction to Business.....	3
	141	Business Mathematics.....	3
OAdm.	102	Intermediate Typewriting/ Keyboarding.....	3
	202	Intermediate Shorthand.....	4
	204	Secretarial Accounting.....	3
	211	Advanced Typewriting/ Keyboarding.....	3
	251	Business Communications.....	3
	301	Advanced Shorthand and Transcription.....	4
	303	Specialized Shorthand Applications.....	4
	340	Principles of Word Processing.....	3
	341	Word Processing Applications.....	3
	342	Electronic Records Management.....	3
OAdm.	360	General Office Procedures.....	3
	361	Specialized Office Procedures.....	3
	362	Directed Office Experience.....	2
CS	100	Introduction to EDP.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
Management	314	Office Management.....	3
Psychology	101	Introduction to Psychology I.....	3
Speech	100	Intro. to Speech Communication.....	3
		or	
	107	Speech Improvement.....	3

One-Year Certificate—Secretarial in Applied Science**34 sem. hrs.**

OAdm.	102	Intermediate Typewriting/ Keyboarding.....	3
	201	Beginning Shorthand/ Elective*.....	4
	202	Intermediate Shorthand.....	4
	211	Advanced Typewriting/ Keyboarding.....	3
	230	Introduction to Word Processing.....	3
	251	Business Communications.....	3
	342	Electronic Records Management.....	3
	360	General Office Procedures.....	3
	361	Specialized Office Procedures.....	3
	362	Directed Office Experience.....	2
English	104	Written English.....	3

*If a student has previous shorthand training, an office administration elective should be taken in lieu of shorthand.

Two-Year Word Processing/Office Automation**64 sem. hrs.****Required Courses**

Business	102	Introduction to Business.....	3
	306	Business Law I.....	3
OAdm.	102	Intermediate Typewriting/ Keyboarding.....	3
	211	Advanced Typewriting/ Keyboarding.....	3
	251	Business Communications.....	3
	310	Supervising Office Systems Personnel.....	3
	340	Principles of Word Processing.....	3
	341	Word Processing Applications.....	3
	342	Electronic Records Management.....	3
	343	Word Processing Transcription.....	3
	344	Word Processing Management.....	3
	345	Word Processing Practicum.....	2
	346	Word Processing Directed Office Experience.....	2
	360	General Office Procedures.....	3

CS	100	Introduction to EDP.....	3
English	104	Written English.....	3
	109	Technical Report Writing.....	3
Management	314	Office Management.....	3
Psychology	101	Introduction to Psychology.....	3
Speech	100	Introduction to Speech Communication.....	3
Electives.....			6

Veterinary Technology

(Associate in Applied Science)

The Veterinary Technology Program trains individuals for a career as Veterinary Technicians (V.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians, V.T.s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice.

The most financially rewarding positions for V.T.s are in some aspects of Laboratory Animal Medicine. The V.T. Program, provides the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

The V.T. Program is a limited enrollment program, with a new class starting each fall. Applications should be received by the Director of Admissions before January 31. Individuals applying by this date and admitted to the program will be notified before April 15. Applications received after January 31 will be considered on a "space available" basis. Admission is based on high school records, ACT or SAT scores, prior experience, and prior college work (if applicable).

Part-time students are admitted to the program.

To continue in the V.T. Program, the student must meet the following standards:

- Pass all courses required for the A.A.S. Degree.
- In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with an overall 2.0 average: VT 113, VT 114, VT 116, VT 122, Biology 170, and Biology 205.
- Continue to maintain the 2.0 G.P.A. overall and in the V.T. classes, after the second semester.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. When a student fails a required course, the applicant must pass the course with a "C" grade or better before applying for readmission to the program. Students in good standing who withdraw from the program for unpredicted or uncontrollable reasons will be given priority consideration if they reapply.

76 sem. hrs.

Fall Semester

Speech	100	Introduction to Speech Communication.....	3
English	104	Written English.....	3
AH	100	Medical Terminology.....	3
Biology	170	Anatomy and Physiology.....	4
VT	113	Introduction to Veterinary Technology.....	3
VT	114	Breeds and Breeding.....	2

Spring Semester

English	108	Advanced Written English.....	3
Biology	205	Technical Microbiology.....	4
VT	116	Clinical Procedures.....	5
VT	122	Treatment of Disease.....	3
VT	210	Lab Animal Technology.....	3
			18

Summer (Both Terms)

VT	271	Preceptorship I.....	8
			8

Fall Semester: Second Year

VT	212	Farm Animals.....	3
VT	217	Clinical Lab Procedures.....	4
VT	222	Animal Diseases.....	4
Chem.	101	General Chemistry.....	4
Psych.	101	Introduction to Psychology.....	3
			18

Spring Semester: Second Year

VT	219	Seminar.....	2
VT	272	Preceptorship II.....	12
			14



Courses of Instruction

Accounting

(Division of Commerce)

201. Principles of Accounting I

three hours

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for individual proprietorships.

202. Principles of Accounting II

three hours

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201.

203. Accounting Practicum

three hours

This course consists of the study of accounting job entry level skills as defined from a survey of typical employers. It includes the study of accounting considerations of starting a new business, initiation of an accounting system, payroll accounting, payroll tax reporting, consumer sales tax reporting, related income tax reporting and cash control. Microcomputer accounting application instruction is incorporated in this course. The student will be required to complete a micro-computer accounting application project. PR 201 or equivalent.

301. Intermediate Accounting I

three hours

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: 202.

302. Intermediate Accounting II

three hours

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: 301.

303. Accounting Internship

one to three hours

The program is designed to offer the student a ten-week internship with an accounting, industrial, or governmental organization during the summer. The student will receive up to four hours of college credit for the internship program. When possible, the term of the internship should coincide with the two five-week summer terms offered at Fairmont State College. However, this can be adjusted to the needs of the student and/or employers. Regardless of the length of the internship, the student will receive a maximum of four hours credit.

330. Advanced Accounting I

three hours

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: 302.

331. Advanced Accounting II

three hours

A continuation of business 330; exploration of advanced accounting topics. PR: 330.

404. Cost Accounting

three hours

The relationship of cost accounting to the performance of management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control and (4) cost analysis. PR: 301, 302.

405. Auditing**three hours**

Duties and responsibilities of auditors, methods of verification of balance sheet and income and expense accounts with the applicable principles of internal control. Preparation of working papers, schedules, audit reports, and certificates. PR: 201, 202, 301, 302.

406. Federal Income Tax Accounting: Individual**three hours**

Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting:**Partnership and Corporation****three hours**

Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: 406.

Allied Health

(Division of Health Careers)

100. Medical Terminology**three hours**

Designed to enable the student to recognize medical works from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.

102. Pathophysiology of Disease**three hours**

Study of the disease process, terminology and association with the body structure. Fall Semester.

106. Introduction to Pharmacology**two hours**

This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Admission to the nursing program or consent. Fall and Spring Semesters.

199. Special Topics in Allied Health**one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

301. Health Care Organizations**three hours**

Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. Fall Semester.

302. Management Problems of the Health Care Delivery System**three hours**

Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 301. Spring Semester.

341. Death and Dying**three hours**

This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives, including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall and Spring Semesters.

372. Legal and Medical Ethics**three hours**

This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis would be placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor. Fall and Spring Semesters.

399. Special Topics in Allied Health Administration**one-six hours**

Studies in special selected topics in health administration and management are determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives. Arranged.

401. Allied Health Practicum and Seminar**three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 301. As needed.

412. Veterinary Laws and Ethics**one hour**

The legal and ethical responsibilities of the business manager and other paraprofessionals of the veterinary profession are studied. PR: Upper class status. As needed.

427. Health Record Administration**three hours**

This course is designed to acquaint the student with medical record composition, documentation, release of confidential information, filing systems, disease classification systems and Joint Commission on Accreditation of Hospitals Regulations. PR: Consent of Instructor. Fall Semester (Alternate Years-Odd).

Art

(Division of Fine Arts)

140. Art Structure and Applied Design**three hours**

Introductory course in the principles of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design**three hours**

Further study of the principles of design, techniques and media with emphasis on the individual's creative development.

142. Drawing**three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester

155. Theory of Art**two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

- 199. Special Topics in Art** **one-twelve hours**
 Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 241. Drawing from Life** **three hours**
 Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.
- 255. Art Appreciation** **two hours**
 Considers the social and historical backgrounds and modern developments in various art fields.
- 261. Painting** **three hours**
 Introductory course in painting, exploring various painting media and techniques. PR: 140, 141, 142 or instructor's consent.
- 262. Painting** **three hours**
 Continuation of 261 emphasizing individual creative developments. PR: 261 or consent of instructor.
- 278. Ancient and Medieval Art** **three hours**
 History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters.
- 280. Practicum** **six hours**
 Supervised on-the-job learning work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program.
- 283. Modeling and Sculpture** **three hours**
 Introductory course using clay modeling, plaster, and metal sculpture.
- 284. Modeling and Sculpture** **three hours**
 Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.
- 341. Graphics** **three hours**
 Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Offered the spring semester.
- 353. Elementary Art Education I** **two hours**
 Experiences and theory designed to prepare students to teach art on the kindergarten-primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.
- 354. Elementary Art Education II** **two hours**
 The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented—with references to the needs of students in teaching grades 5-8.
- 355. Problems in Teaching Art I** **two hours**
 The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.
- 356. Problems in Teaching Art II** **two hours**
 The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.
- 361. Painting in Oil** **three hours**
 Development of individual expression in painting. PR: 262 or consent of instructor.
- 362. Painting in Oil** **three hours**
 Continuation of 361. PR: 361 or instructor's consent.

- 363. Painting in Watercolor** **three hours**
Introductory course in the fundamentals and techniques of watercolor. PR: 140, 141, 142 or instructor's consent.
- 364. Painting in Watercolor** **three hours**
Continuation of 363 emphasizing individual creative development. PR: 363 or consent of instructor.
- 377. Italian and Northern Renaissance Art** **three hours**
History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: Art 155. Offered once every three semesters.
- 378. Nineteenth Century and Contemporary Art** **three hours**
History of art from the nineteenth century to the present with an analysis of art movement. PR: Art 155. Offered once every three semesters.
- 383. Pottery** **two-three hours**
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.
- 384. Pottery** **two-three hours**
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.
- 431. Methods and Materials in Teaching Art** **two hours**
Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in service. Taken during the Initial Performance Practicum.
- 461. Advanced Painting in Oil** **three hours**
PR: Art 362 or consent.
- 462. Advanced Painting in Oil** **three hours**
PR: Art 461 or consent.
- 463. Studio in Painting** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 362.
- 464. Studio in Pottery** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 384.
- 465. Studio in Sculpture** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.
- 467. Area Studies in Drawing & Painting** **one-four hours**
- 468. Area Studies** **one-four hours**
- 469. Area Studies** **one-four hours**
A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.
- 470. Senior Exhibit** **one hour**
Required of all art majors during their senior year: to organize a formal gallery exhibition of works selected from their college work.

Banking

(Division of Commerce)

180. Principles of Banking

three hours

This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

283. Bank Investments

three hours

This course covers the theories and principles governing the management of a bank's assets, and includes practical applications illustrating the principles at work. The course covers risk definition and risk management, liquidity, the various calculations of yield, asset/liability management, gap management, forecasting and cash flow analysis, investment instruments and techniques, plus hedging, futures and other contemporary financial practices. PR: Banking 180 and 284 or consent.

284. Bank Management

three hours

A continuation of Banking 180, this course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking. PR: Banking 180 or consent.

285. Analyzing Financial Statements

three hours

This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, breakeven analysis and other analytical tools. PR: Accounting 201, 202 and Banking 180.

288. Installment Credit

three hours

This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance and rate structure and yields. PR: Banking 180 or consent.

292. Trust Functions and Services

three hours

This course provides an overview of the generally accepted principles of the law of estates and trusts and covers the nature of the functions and services of a trust department. PR: Banking 180 or consent.

293. Savings and Time Deposit Banking

three hours

This course covers the theory of savings, both by individuals and organizations, and the organization and function of a savings department or savings institution. The course covers the various types of savings instruments, interest rates, documents, regulation and law, competition and deregulation, and the management and operation of savings institutions. PR: Banking 180 or consent.

Biology

(Division of Science and Mathematics)

101. Introduction to Biology

four hours

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships.

Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Introduction to Biology **four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements.

103. Introduction to Environmental Biology **four hours**

Introductory studies involving class discussions and laboratory or field work in the principles of environmental biology. Designed primarily for the student interested in the problems of environmental concerns, the interrelations among organisms and their physical and chemical environments. Three lectures and one two-hour laboratory or field session per week.

150. Human Sexuality **three hours**

The study of the various aspects of human reproduction. Anatomical, physiological, ecological and sociological areas of reproduction will be covered. It is designed as a general education course for all students. Biology 150 will not be accepted toward fulfilling specific requirements for any degree in biology.

170. Anatomy and Physiology **three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as the interactions. Three hours lecture and one 2-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

199. Special Topics in Biology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology **three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

205. Technical Microbiology **four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one 2-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology **three hours**

A survey stressing the taxonomy, distribution and habits of representative forms of the area. Special emphasis on collection, identification, land preservation of some of the more representative forms. One hour lecture and/or 4 hours of laboratory and field work per week. PR: 101, 102, or 103; or 219, 230.

215. Bio-Photography **two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

219. General Zoology**four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one 2-hour laboratory per week.

220. Invertebrate Zoology**four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: 219.

221. Vertebrate Zoology**four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 219.

224. Microbiology**four hours**

Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease-producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: 230.

230. General Botany**four hours**

Two lectures and two two-hour laboratories each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses.

242. Bio-Ecology**three hours**

Two lectures and one two-hour laboratory each week. This course constitutes a study of the relationships of organisms to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: 101, 102, or 103; or 219, 230.

245. Aquatic Ecology**three hours**

An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102 or 103; or 219 or 230.

250. Introduction to Entomology**three hours**

One hour of lecture and two, two-hour labs per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.

285. Field Zoology**three hours**

Primarily for those who teach or intend to teach biology. This course aims to familiarize students with the animal life of the State in its natural surroundings and includes the collection, identification, and study of habits of the various forms found in this region. PR: 101, 102, or 103; or 219.

290. Field Botany**three hours**

Designed primarily for those students who plan to teach. The various groups of plants are considered in the field and laboratory with emphasis on the seed plants. Some attention is given to ecology. PR: 101, 102 or 103 or consent of instructor.

310. Cell Biology**three hours**

An introductory course in cellular physiology emphasizing functions common to all living forms of matter. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology **three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102, or 103; or 219 or 230 or 242.

340. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory per week. This course deals with the structural characteristics of the great plant groups through the bryophytes. Their organization, development, and reproductive structures are considered in detail. Teaching materials are compiled and techniques are developed. There are field trips on occasion. PR: 230.

341. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory each week. Continuation of the Plant Kingdom 340, but may be taken as an independent unit. This course covers the vascular plants including the ferns, gymnosperms, and angiosperms. PR: 230.

342. Mycology **four hours**

The course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relation of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: 230.

350. Comparative Anatomy of Vertebrates **four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be given to evolutionary structural advancements. PR: 221.

360. Biochemistry **three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological oxidation, and other aspects of the subject are considered. PR: Chemistry 305, Biology 230, 221, and 310. (Chemistry majors and minors by consent.)

370. Plant Physiology **four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, and growth and development. PR: 230, 310.

380. Introduction to Genetics **three hours**

Principles of inheritance; chemical nature, structure and function of genetic materials. Implications to population and human genetics. Two hours lecture and one two-hour laboratory per week. PR: 219, 230, and 310.

381. Principles of Evolution **three hours**

A study of the principles of organic evolution; physical, chemical and biological phenomena related to the understanding of the long term changing process of life. Two lectures and one two-hour laboratory per week. PR: 101, 102, or 103; or consent.

411. Histology **four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and study their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: 221 or 350.

415. Hydrobiology **four hours**

A study of the physical, chemical, and biological aspects of the various aquatic habitats. Emphasis is on the ecology of the various communities, with development of techniques in field ecology which may apply. Two lectures and two two-hour laboratory periods per week. PR: 210, 219, and 230 or consent.

418. Plant Pathology **three hours**

This course constitutes a study of the causal agents of plant diseases and their morphological and physiological effects upon the host. Consideration is also given to the

control measures involved. Two lectures and one two-hour laboratory weekly. PR: 230 and 342 or consent of instructor.

420. Vertebrate Embryology **four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: 221 or 350.

430. Plant Taxonomy **three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: 341 or consent of instructor.

440. Plant Anatomy **three hours**

Two lectures and one two-hour laboratory each week. Attention is given to the fundamental tissue organization of the higher plants. Development and differentiation of cell type and structures are considered as they relate to the functioning of the organism as a whole. PR: 230.

450. Comparative Physiology **four hours**

A detailed study of the significance of the chemical properties of protoplasm in life processes including nutrition, respiration, circulation, excretion, nervous, reproduction and feed back mechanisms of control of synthesis, release, hyper and hypo conditions, chemical nature and effects of the secretions and synergistic interactions. Two lectures and two two-hour laboratory periods per week. PR: 310 and 350.

490. Seminar in Biology **one hour**

All biology majors, in the B.S. program either in their junior or senior year, will meet for one hour each week, for one semester. Each student will participate at least once during the term by reviewing a pertinent topic of biological significance for his fellow participants. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences **two hours**

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration

(Division of Commerce)

102. Introduction to Business **three hours**

A survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. The student is provided, early in his college training, with the information of and preparation for the advanced courses in business to aid in choosing his major studies. Limited to the two-year secretarial and clerical curricula, non-majors, and four-year business education students. This course may not be taken by students seeking the B.S. in Business Administration even when required as part of the minor selected. Students falling into this category are, with the approval of their adviser, to select a substitute course from the areas of Accounting, Business, Economics, Management, Marketing, and EDP.

141. Business Mathematics **three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to a review of basic arithmetic skills and procedures; these basic procedures will be applied to routine business computational problems. This course is not

open to students with previous credit in Math; it does not meet General Requirements for Math; it is not open to students with credit for Math 205 unless fulfilling requirements for a B.A. in Business Education; and, it does not meet the requirements for a Business elective, except where it is specifically included in the curriculum.

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

306. Business Law I **three hours**

A study of the nature and function of our legal system, courts, and procedures, including the law of contracts, agency, and partnership.

307. Business Law II **three hours**

Continuation of 306. Substantive law of corporation, sales, secured transactions, commercial papers, and the legal basis of property as applied to business situations. Business 307 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 306.

310. Statistics **three hours**

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

350. Investments **three hours**

This is an introduction and survey course covering the broad field of investments, with the approach being descriptive rather than quantitative. There is substantial emphasis on terminology and vocabulary, and the course covers fixed- and variable-return investments, options and futures, markets and brokerage operations, portfolio theory and analysis, and real estate investments.

360. Real Estate Principles **three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

361. Real Estate Law **three hours**

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships, and legal transactions, and to determine when an attorney should be consulted. PR: Business 360 or consent of instructor.

362. Real Estate Appraisal **three hours**

An examination of the nature of real property value, the functions and purposes of appraisal, the functions and methods of estimating value with emphasis on residential market value. The objective of the course is to equip the student with minimum knowledge and skills necessary to demonstrate application of cost, income, and market data approaches to real property value. PR: Business 360 or consent of instructor.

370. Principles of Insurance **three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

371. Property and Casualty Insurance **three hours**

The course emphasis is placed on understanding coverages, policy provisions and concepts common to casualty and property insurance. Property and casualty contracts and forms studied are those common to the industry.

372. Life Insurance **three hours**

This course is designed primarily for students wishing an in-depth study of life, health, estate planning and annuity contracts. The law of contracts and agency, policy provisions and contents will also be studied.

373. Casualty Claim Practice **three hours**

This course includes the basic theory of claims practice, establishing the validity of written proofs of loss, investigating the scene of the loss, verification of loss, negotiating settlement, and application of human relations to claims. Common law, statutory law, and modern court decisions will be reviewed.

386. Real Estate Finance **three hours**

This course is a survey and introduction course covering the general area of real estate finance, with emphasis on residential financing. The course covers the terminology and documents of real estate financing, the nature of ownership and conveyance, the mathematics of real estate finance, the secondary markets and government activities, mortgage lenders, and some current issues in the marketplace. PR: Business 360 or permission.

399. Special Topics in Business **one-six hours**

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree programs.

401. Business Finance **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions. PR: Accounting 201, 202.

408. Business Internship **three hours**

The internship places students in consulting situations which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

412. Applied Business Research **three hours**

This course will introduce students to research design and methodology and the analysis and application of information derived from business research activities. Specific areas of research will include marketing, personnel, sales management, and related business topics. PR: Business 310.

415. Business Policy **three hours**

This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Commerce Division. Through the process of case analysis, students will enhance their analytic and problem-solving skills by formulating the policies and strategies that are used in modern business organizations. PR: Senior standing in Commerce and consent.

433. Microcomputer Applications in Business **three hours**

This course will afford students the opportunity to improve their skills in the area of business applications software. No programming will be involved. Software programs to be addressed will reflect those most commonly used in the business community. PR: CS 100, ACCT 202, Senior Level Standing.

449. Directed Readings in Business and Economics **three hours**

Based on their interests, students will select books from a current reading list prepared by the Commerce faculty. Following a critical review of each book, the student will report and discuss its contents and implications with a faculty reader. The number of books read by each student during the semester will depend on the degree of difficulty of the books and the level of student understanding. PR: Open only to senior business majors with 24 hours of business or economics, 3.0 grade point average, and consent of the course coordinator.

450. Practicum **three-twelve hours**

A work intership in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

***Business Education**

(Division of Commerce)

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials in Teaching Business Education **two hours**

This course addresses teaching strategies for communication-related, computation-related, information-processing and basic business skills. A brief overview of business education at all levels and the professional role of the business teacher are addressed. The course is to be taken as part of the Initial Performance Practicum. Spring semester only.

*Note: For other courses related to this subject matter area, refer to the section entitled Office Administration.

Chemistry

(Division of Science and Mathematics)

101. General Chemistry **four hours**

Three lectures and one three-hour laboratory. A study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. No PR but an understanding of simple algebra is needed.

102. General Chemistry **four hours**

Three lectures and one three-hour laboratory. An extension of chemistry 101 with emphasis on specific areas of application. This course includes an introduction to organic chemistry and biochemistry dealing with typical compounds and important reactions. Other typical applied areas include air and water pollution, reduction of important ores, synthetic polymers, toxic materials and their actions, and nuclear chemistry. PR: Chemistry 101.

103. Modern Chemistry **four hours**

Three lectures and one three-hour laboratory. This course is designed to provide background for those students who take Chemistry 101 and 102 and then decide to take

additional chemistry. It includes principles of chemical kinetics, equilibrium, electron-transfer processes, and theories of chemical bonding. PR: 102. Can be taken concurrently with 205 or 305.

105. Chemical Principles**five hours**

Three lectures and two three-hour laboratories. A study of inorganic and elementary physical chemistry based on modern chemical concepts, including Stoichiometry, Atomic and Molecular Structure, Periodic Properties, Phase Relations Solution Chemistry, Chemical Equilibrium and Kinetics, Electrochemistry, and Nuclear Chemistry. Qualitative Techniques and an introduction to computer programming are included in the laboratory. PR: One unit of high school chemistry.

106. Chemical Principles**five hours**

Three lectures and two three-hour laboratories. Continuation of Chemistry 105. PR: Chemistry 105.

199. Special Topics in Chemistry**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

205. Analytical Chemistry**four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106, or 103 concurrently.

206. Instrumental Analysis**five hours**

Three lectures and two three-hour laboratories. Theory of and practical experience in the use of modern chemical instrumentation. Includes Spectroscopic, Chromatographic, Electrochemical, and Radio-chemical methods. PR: Chemistry 205.

305. Organic Chemistry**four-five hours**

Three lectures and one or two three-hour laboratories. A systematic study of organic chemistry with emphasis on kinetic behavior, structural relationships, and reaction mechanisms. Includes the study of all major classes of organic compounds and functional groups. Chemistry majors and minors must take the five-hour course; others may elect either the four- or five-hour course. PR: Chemistry 106, or 103 concurrently, or 102 and consent of instructor for four hours only.

306. Organic Chemistry**four-five hours**

Three lectures and one or two three-hour laboratories. Continuation of Chemistry 305. PR: Chemistry 305.

340. Physical Approach to Modern Chemistry**three hours**

Three hours lecture per week. A study of elementary physical chemistry embracing the concepts without the utilization of calculus. This course is designed to provide the background necessary to teach the new high school courses in chemistry, physics and physical science, and it also provides valuable background for biology and pre-professional students. PR or corequisite: Chemistry 205 or 305.

401. Independent Study and Research**two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research**two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

403. Independent Study and Research**two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

405. Physical Chemistry**four hours**

Three lectures and one three-hour laboratory. A rigorous study of Kinetics, Thermodynamics, Quantum Mechanics, Phase Equilibria, Electrochemistry, and

Nuclear Chemistry. PR: Chemistry 206, Chemistry 305, Mathematics 315, and Physics 102.

406. Physical Chemistry **four hours**

Three lectures and one three-hour laboratory. Continuation of Chemistry 405. PR: Chemistry 405.

440. Intermediate Organic Chemistry **three hours**

Three lectures. An advanced study of organic reaction mechanisms and organic syntheses. PR: Chemistry 306.

450. Intermediate Inorganic Chemistry **three hours**

Three lectures. An advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. PR: Chemistry 340 or 405.

460. Seminar **one hour**

Each chemistry major should register for seminar one semester, preferably during his senior year. PR: Consent of Instructor.

Computer Science

(Division of Commerce)

100. Introduction to Electronic Data Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed. PR: None.

101. Applied Technical Programming **three hours**

This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and software. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101

102. Principles of Programming I **three hours**

This course provides a study of the foundations of computer programming. Students are introduced to the basic data types, expression evaluation, variables and symbol tables, structured (GOTO-less) programming logic, procedures and functions. Elementary file processing is introduced. Projects using the language PASCAL will be assigned to exemplify these concepts and to give students experience using an editor and a compiled language. Because of its demanding character, this course is recommended primarily for CS majors or minors and for persons wishing to satisfy Graduate School entry requirements.

103. FORTRAN Programming I **four hours**

This course provides an introduction to FORTRAN 77 including I/O statements, looping, arrays and subroutines. Programming projects are assigned to give the student practical experience in program development. Applications involve both file processing and numerical computation. PR: CS 102.

104. COBOL Programming I **four hours**

This is an introductory course for the major business programming language. Students learn the COBOL language organization and are given practice in planning, writing, and processing COBOL programs. The COBOL language requires the development of a complete understanding of data, records, and files. PR: CS 102.

108. Principles of Programming II**four hours**

This course is a continuation of CS-102. Structured data types including record structures, files, queues, stacks, and linked lists are covered in this course. Methods of manipulating those structures including sorting, searching, and file processing are covered. Programming projects are assigned to illustrate usage of these structures. PR: CS-102.

120. Educational Microcomputing**three hours**

This course consists of an overview of microcomputers illustrating how and why they are used in public school systems. Instructional software packages will acquaint students with the software packages applicable to the educational environment. Skill in computer programming using an appropriate language for microcomputers will be developed.

199. Special Topics in Electronic Data Processing**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming**four hours**

This course develops an understanding and skill in computer programming at the assembler level. The key objective is for students to become familiar with the internal operation of the computer. Topics covered include data representation, assembler instructions and their machine language representation, stack operation, and subroutine calling conventions. Programming projects are assigned to exemplify the topics covered. PR: CS-108 and a grade of "C" or better in Math 115.

203. FORTRAN Programming II**four hours**

This is an advanced course in programming and applications using the FORTRAN language. Topics covered include advanced data types, advanced subroutine features, internal read and write, advanced I/O features and efficiency concerns. This course will be offered only if sufficient demand is apparent. PR: CS 103.

204. COBOL Programming II**four hours**

This is an advanced course in application programming using the COBOL language. The course includes table handling, sorting, the report writer, file updating, video forms design, and other advanced topics. PR: A grade of "C" or better in CS 104.

220. Business Systems**three hours**

Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: CS 108, CS 104.

250. Programming Languages**three hours**

The syntax and structure common to various programming languages are studied in this course. In addition, short programs are assigned in each of several languages. Experience with command languages and batch files for operating systems is also provided. PR: CS-108.

260. Microcomputer Programming**three hours**

This course covers those aspects of programming unique to microcomputers including storage constraints, execution speed constraints, full screen data entry, and keyboard control. Programming projects are assigned to exemplify topics covered. PR: CS-201.

300. Computer Graphics**three hours**

This course provides an overview of interactive graphics programming. Topics include the design of a simple graphics package, interactive devices and techniques, geometrical transformations, and viewing in three dimensions. Representation of three dimensional shapes is also developed. PR: Math 116, CS-103.

302. Data Structures**four hours**

The more complex data structures including trees, balanced trees, and hashing functions are covered in this course. Other topics include recursion, advanced sorting and searching algorithms, and analysis and comparison of algorithms. Projects are assigned to illustrate usage of these structures. PR: CS-201.

305. Student Consulting**one hour**

The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the computer center for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent.

308. Compiler Construction**four hours**

This course provides an understanding of the anatomy of a typical compiler. Symbol tables, parsing, expression evaluation, and compilation of control structures are covered. Students will write a small compiler as an assigned project. PR: CS-302.

410. Data Base Management**three hours**

This course provides familiarization with data base terminology and data base management. The primary emphasis of the course will be a project utilizing a query language. The project will involve the use of a scanner, data dictionary, and various subroutines such as update, delete, etc. PR: CS-302.

420. Selected Advanced Topics**four hours**

Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the division head. PR: CS-302.

421. Computer Science Special Project**four hours**

Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement. PR: Consent of instructor.

Criminal Justice

(Division of Social Science)

100. Introduction to Criminal Justice**three hours**

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101. Police Operations**three hours**

Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; traditional procedures are questioned and improvements sought. Interrelationships of various police divisions are also scrutinized.

199. Special Topics in Criminal Justice**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Criminalistics**three hours**

A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search, fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

- 201. Traffic Law Enforcement** **three hours**
A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.
- 202. Principles of Criminal Law I** **three hours**
Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.
- 204. Police Defense Tactics** **two hours**
The student will be exposed to the methods of physical protection, that includes the techniques of baton use, disarmament and defense techniques.
- 205. Natural Resources Laws** **three hours**
A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement.
- 206. Introduction to Corrections** **three hours**
A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.
- 209. Firearms I** **two hours**
The moral aspects, legal provisions, safety precautions, restrictions covering the use of firearms; nomenclature, and the firing of sidearm and shotgun. PR: CJ major or minor and instructor's consent.
- 210. Firearms Lab** **one hour**
The course content will include practical skill development in the use of a handgun with emphasis on the principles of decision shooting.
- 211. Field Service Internship** **three hours**
A supervised work experience with an assigned law enforcement agency for purposes of increasing understanding of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.
- 212. Abnormal Behavior and Crisis Intervention** **three hours**
A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed.
- 236. Criminal Investigation** **three hours**
Fundamentals of investigation; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.
- 240. Adjudication Process** **three hours**
Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.
- 246. Criminal Evidence and Procedures** **three hours**
Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach.
- 302. Principles of Criminal Law II** **three hours**
This is a continuation of Principles of Criminal Law I, which will include the interpretation of criminal statutes and the study of criminal intent.

- 310. Public and Police Administration** **three hours**
Principles of administration and management of the police operation and its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.
- 315. Business and Industrial Security** **three hours**
The role of security and the security industry in criminal justice; administrative, personnel, and physical aspects of the security field; loss prevention management in proprietary and government institutions, variations in physical security systems.
- 316. Community Relations in C.J.** **three hours**
Problems in citizen relations; treatment of victims, witnesses and jurors; citizen involvement in the criminal justice process; community resources related to criminal justice programming.
- 320. Criminology** **three hours**
The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.
- 335. Analysis of Police Operations** **three hours**
Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.
- 340. Laws of Arrest, Search & Seizure** **three hours**
The course is designed to instruct the student in the principles of arrest, search and seizure. This will be undertaken by acquiring knowledge in case law and statutory law. PR: 100.
- 350. Group Techniques** **three hours**
The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: 212.
- 355. Analysis of Correctional Operations** **three hours**
Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole.
- 360. Community-Based Corrections** **three hours**
This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: 206.
- 365. Licit and Illicit Drugs** **three hours**
This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: 100.
- 401. Independent Study** **one-three hours**
Surveys and applied research as approved by student's major adviser.
- 402. Special Issues in Criminal Justice** **three-nine hours**
Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.
- 405. Terrorism** **three hours**
A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Criminal Justice or Political Science)

- 410. Research in Criminal Justice** **three hours**
Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports.
- 411. Field Practicum** **three-twelve hours**
A supervised professional study conducted in the criminal justice field setting.
- 420. Juvenile Justice Process** **three hours**
Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles—philosophy and practice; treatment procedures.
- 425. Evaluation of the Criminal Justice System** **three hours**
Discussion and evaluation of criminal justice policies and practices with a focus upon crime prevention as the goal of the system; presentations by criminal justice officials; evaluation of career opportunities; preparation of senior research paper.
- 495. Seminars in Criminal Justice Management** **one-three hours**
Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems.

Economics

(Division of Commerce)

- 199. Special Topics in Economics** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 200. Economics** **three hours**
The general education courses in the field of economics. It is intended to introduce the student to the broad field of economics, including materials from both macro- and microeconomics. Primarily, the course instructs the student in how our economic system operates. Some attention is given to other economic systems. Not open to students with credit from Economics 201.
- 201. Economic Principles and Problems (for those meeting the requirement of six hours in Economics)** **three hours**
The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.
- 202. Economic Principles and Problems (for those meeting the requirements of six hours in Economics)** **three hours**
This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR 201 or 200.
- 301. Intermediate Economic Analysis: Microeconomics** **three hours**
Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: 201, 202.
- 302. Intermediate Economic Analysis: Macroeconomics** **three hours**
National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment

spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: 201, 202.

303. Money, Credit, and Banking

three hours

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: Economics 201, 202.

305. Economics of Labor

three hours

A review of labor history with emphasis on the aims and methods of labor organizations, and theories of wages, and the current trends in labor-management relations. PR: 201, 202.

307. Personal Finance

three hours

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer. PR: 201, 202.

401. Managerial Economics

three hours

This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: 201, 202.

406. Guided Economic Study

one-three hours

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum

three-twelve hours

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Professional Education

(Division of Education)

199. Special Topics in Education

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Education

three hours

This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating a realistic career decision and a professional commitment to teaching. It is recommended that students take this course no earlier than the first semester of their sophomore year.

220. Areas of Exceptionality in Special Education

three hours

A guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

221. Education of Exceptional Children

three hours

A survey of Special Education designed to acquaint the student with the research issues, assessment devices and classroom management techniques. The laboratory component highlights these aspects of Special Education. PR: Ed. 220 or consent of division head.

250. Social Foundations of Education**three hours**

This course is an analysis of the foundations of education with special emphasis on the historical, philosophical and sociological basis for programs, instructional strategies, and teaching behaviors in American education. It is recommended for students in their sophomore year. A laboratory experience in a school setting is required.

300. The Reading Process**two hours**

Examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. Should be taken concurrently with Education 303 and 304 in junior year. PR: Education 200, 250 and 302.

302. Human Growth and Development**three hours**

An analysis of human growth and development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications. Observations of school age children are required. PR: Education 200, 250 and 58 or more semester hours with a C average.

303. Educational Psychology**three hours**

A representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 250, 302, Admission to Teacher Education and 76 or more semester hours.

304. Developmental Reading**two hours**

A study and application of teaching methods, materials and resources in the development of various reading skills. Should be taken concurrently with Education 300 and 303 in the junior year.

309. Early Education Curriculum**three hours**

Materials and methods integrating communication arts, social education, quantitative concepts, problem solving, scientific inquiry, movement and creative expression for the young child (age 3-5 years) in an educational setting. A laboratory experience is required. Offered during fall semesters only.

310. Organization and Administration of Early Education**three hours**

Program design and management, school-parent-community relations and influences affecting early education programs in varied educational environments. A laboratory experience is required. Offered during fall semesters only.

311. Behavior Disorders**three hours**

An in-depth investigation of the field of behavior disorders. Emphasis is placed on characteristics, etiology, history, educational strategies, current research, auxiliary agencies and educational assessment of children who are emotionally disturbed. A laboratory experience assists students in synthesizing the course content. PR: Education 220 or consent of the division head.

314. The Gifted and Talented**three hours**

A survey of the field of educational opportunities for the gifted and talented. Emphasis will be on the characteristics of the children, identification and assessment techniques, current research and issues in the field, as well as educational strategies involving school personnel, parental, professional, and governmental agency involvement with the programs. PR: Education 220 or consent of the division head.

317. Specific Learning Disabilities**three hours**

An overview of the field of Specific Learning Disabilities. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 or consent of the division head.

320. Education of the Mentally Retarded**three hours**

Analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation,

programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 or consent of division head.

**321. Diagnosis, Prescription and Assessment Techniques
in Special Education**

three hours

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 221, 311 or 314 or 317 or 320.

**322. Curricula Approaches, Materials and Methods for the
Mentally Retarded**

three hours

An investigation of curricular approaches, materials and methods utilized in reading, perception, speech and language, spelling and handwriting. The laboratory requires active participation in a classroom setting for the mentally retarded and examination of instructional materials. PR: Education 220, 221, and 320.

323. Curriculum Development for Gifted Children

three hours

An investigation designed to acquaint the teacher trainee with those essential curricular approaches materials and methods utilized in teaching gifted children. The laboratory component of the course features active participation in a classroom setting for gifted students. PR: Education 220, 221, and 314.

324. Curriculum Development for SLD Children

three hours

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching children with specific learning disabilities. The laboratory component of the course features active participation in a classroom setting for learning disabled students. PR: Education 220, 221, and 317.

325. Curriculum Development for Behavior Disordered Children

three hours

An in-depth investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods that can be utilized with students who are exhibiting maladaptive behavior patterns and are experiencing social and academic failures. PR: Education 220, 221, and 311.

402. Mathematics in the Elementary School

two hours

Emphasizes current materials and methods of instruction in elementary school mathematics and utilizes the psychological base of mathematics learning to relate mathematics content to methodology and methodology to children. PR: Admission to the I.P.P.

403. Language Arts in the Elementary School

two hours

Examines current materials and methods of instruction in the elementary school with major emphasis upon creative utilization of available materials and techniques in listening, handwriting, spelling and composition. PR: Admission to the I.P.P.

404. Social Studies in the Elementary School

two hours

A study of the objectives, materials, organization and instructional techniques in the social studies appropriate to the elementary school program. PR: Admission to the I.P.P.

405. Corrective Reading

two hours

A basic course in the causes of reading difficulties, diagnostic procedures and prescriptive techniques with emphasis on corrective methods and materials. PR: Admission to I.P.P. and Education 300 and 304.

420. Student Teaching Experience (Elementary)

six hours

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) three hours

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) three hours

Full-time involvement in the teaching-learning act in a public secondary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

424. Educational Technology three hours

Through direct experiences in utilizing and producing the latest educational equipment/materials, students identify the need for utilizing media, the characteristics and special needs of students to be served by them, and the basis for selecting the material to achieve the planned objectives of instruction. PR: Education 302, 303 and/or consent of the division chairperson. Offered during the fall semester only.

430. Reading Instruction in the Secondary Content Area two hours

Develops understanding of the reading skills essential to the content subjects and instructional techniques for extending reading skills in those areas. PR: Admission to the I.P.P.

432. Evaluation Techniques in the Secondary School two hours

Acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Instruction in the Secondary School three hours

Involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

440. Applied Practicum in Mental Retardation three hours

A field-research practicum involving the prospective teacher, through analogous and equivalent practice, in diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issues are identified via action research, both in the field and laboratory. PR: Education 220, 221, 320, 321, and 322.

441. Practicum—Specific Learning Disabilities three hours

A field-based practicum intended to involve the teacher trainee as a student aide in a specific learning disability classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for SLD children. PR: Education 220, 221, 317, 321, and 322.

442. Practicum—Gifted Education three hours

A field-based practicum intended to involve the teacher trainee as a student aide in a gifted classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for gifted and talented children. PR: Education 220, 221, 314, 321, and 323.

443. Practicum—Behavioral Disorders three hours

A field-research practicum intended to actively involve the teacher trainee, through analogous and equivalent practice in the application and synthesization of previously learned concepts. Emphasis is placed on diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issue are identified via action research, both in the field and laboratory. PR: 220, 221, 311, 321 and 325.

450. Student Teaching Experience (Secondary)**six hours**

A full-time involvement in the teacher-learning act in a public secondary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

470. Student Teaching Experience in Mental Retardation**three hours**

A minimum four-week full-time student teaching experience in an appropriate public school setting. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD**three hours**

A minimum four-week full-time teaching experience in a public school setting in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching in Gifted**three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified gifted program with a licensed teacher in Gifted. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Gifted Students. PR: All coursework in the program.

473. Student Teaching in Behavioral Disorders**three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified program with a licensed special education teacher. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those concepts and skills essential in designing instructional approaches for the behaviorally disordered.

Emergency Medical Services

(Division of Health Careers)

101. Techniques of Emergency Medical Services**four hours**

The study of the techniques of emergency medical services including medical aid for trauma and illness victims, principles of auto extrication, rope work, and radio communications. Classes are conducted in both the classroom and in field experience. Medical block 44 clock hours, rescue rope work 24 clock hours, communication 24 clock hours for a total of 92 hours. In addition to regular course hours, three lab hours for the practicum are required each week.

102. Clinical Practicum**three hours**

This practicum is designed to increase the field knowledge of the EMS student prior to entry into the Mobile Intensive Care Paramedic (MICP) Program. This course is recommended by the State Office of Emergency Medical Services. PR: 101, EMT licensure and approval of instructor.

105. Specialized Rescue Techniques**three hours**

Study of rescue systems with emphasis in extrication. Advanced training in auto extrication, rigging, knot tying, tunnel rescue, etc. Provide knowledge in rescue equipment, limitations of use and maintenance.

198. Advanced Emergency Care**eight hours**

This course provides training in advanced life support aspects of emergency pre-hospital care. After certification as a National Registry Emergency Medical Technician, students will gain basic knowledge and skill maintenance of the following procedures: Assessment, Intravenous Therapy, Administration of Resuscitative Drugs, Airway Management, Recognition of Dysrhythmias, Procedure for Defibrillation and Application of Medical Anti-Shock Trousers (MAST). The class meets two four-hour sessions per week and it must be taken concurrently with EMS 201 and EMS 105. PR: EMS 101 (must hold current certification as a Nationally Registered Emergency Medical Technician), EMS 102, and consent of instructor.

199. Special Topics in Emergency Medical Services**one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. EMS Practicum**four hours**

This course provides practice and development of proficiency in the skills learned in EMS 198. During this course, students will have access to hospital clinical experience and in-field pre-hospital care training. PR: Consent of instructor.

English

(Division of Language and Literature)

104. Written English**three hours**

Training in writing and speaking, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English.

108. Advanced Written English**three hours**

A continuation of English 104 stressing analytic and argumentative writing. One of the writing projects is a research paper. Laboratory work will be required of those who do not meet certain minimum standards in English. PR: English 104. English 108 is a prerequisite for all English courses numbered 200 or above.

109. Technical Report Writing**three hours**

This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. 109 may be substituted for Eng. 108 in certain associate degree programs only.

199. Special Topics in English**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

207. Children's Literature**three hours**

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

250. Survey of English Literature**three hours**

A study of the mind and temper of the English people as seen in their literature from the Old English period to the present.

- 260. Survey of American Literature** **three hours**
A historical study of the American mind as expressed in literature from colonial times to the present.
- 302. Narrative and Descriptive Writing** **three hours**
Practice in writing the simpler forms of fiction and personal narrative with descriptive detail.
- 309. Advanced Technical Communication** **three hours**
This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industrial and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language with informed and uninformed audiences.
- 311. Literature of the Romantic Period** **three hours**
A concentrated study of the works of such writers as Burns, Wordsworth, Coleridge, Byron, Shelley, and Keats.
- 312. Literature of the Victorian Period** **three hours**
A concentrated study of the works of such writers as Tennyson, Browning, Rossetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.
- 315. Shakespeare** **three hours**
A study of representative histories, comedies, and tragedies.
- 318. Modern Drama** **three hours**
The study of modern dramas from the nineteenth century to the present.
- 319. General Semantics** **three hours**
Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.
- 321. Study of the English Language** **three hours**
Word history and analysis; diction; descriptive grammar and constructions; fundamentals of composition. Required of all prospective teachers of English; to be taken before the I.P.P. Sophomores must have permission of instructor.
- 322. The Short Story** **three hours**
A critical study of this art form based upon the work of British, continental, and American authors.
- 341. Survey of World Literature** **three hours**
A study in translation of some of the great ancient and medieval writers from Homer through Dante.
- 342. Survey of World Literature** **three hours**
A continuation of 341 covering the period from the Renaissance to modern times.
- 343. The Current Scene in Literature** **three hours**
A course showing present-day attitudes as reflected in the work of contemporary writers.
- 346. The British Novel** **three hours**
A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.
- 347. The American Novel** **three hours**
A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.
- 348. The Bible as Literature** **three hours**
A study of the literary types and content of the Bible.
- 350. American Prose** **three hours**
A survey of the crucial ideas and methods of major prose nonfiction writers in America who have sustained and stimulated American life. Included are such figures as

Hemingway, Agee, Mailer, and Baldwin in this century and Thoreau, Mark Twain, Franklin, and Henry Adams from earlier eras.

351. Minority Literature

three hours

Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the development of the American experience. Minority writings include the efforts of Black, Latin, Indian and Asian spokesmen, as well as the products of European ethnic groups, such as Jewish and Irish writers.

352. Southern Literature

three hours

A study of representative Southern authors and works from colonial times to the present, emphasizing the characteristically Southern themes and point of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.

353. Eighteenth-Century Literature

three hours

A study of important British writers of the period, particularly Swift, Pope, Addison, and Johnson.

360. Major American Poets

three hours

A study of leading American poets, particularly Poe, Emerson, Whitman, Dickinson, Frost, Pound, and Eliot.

371. Folk Literature

three hours

A survey course whose chief emphasis is on the study of the oral literature of West Virginia; kindred material is also studied and collected—superstitions, riddles, stories, songs, and localized language.

372. The Art of the Motion Picture

three hours

A course designed to trace the evolution of the motion picture from its most humble beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course is intended for the serious student of the verbal and visual arts, it is also designed to accommodate (as an elective) an interested student who is an avid film goer and desires to improve his appreciation of the films he sees.

376. Civilisation—A Personal View

three hours

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

413. Expository Writing

three hours

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers.

420. Seventeenth-Century Literature

three hours

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

421. Chaucer

three hours

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde*.

422. The British Drama

three hours

The history of English dramatic literature from medieval to modern times.

423. Literary Criticism

three hours

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

431. Methods and Materials in Teaching English

two hours

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum.

450. Honors Literature**one hour**

This course is intended for the superior student of literature, regardless of major. It consists of guided readings, weekly seminars, and an examination covering each semester's work. In order to graduate "with honors," a student must earn three hours of credit. PR: Permission of Honors Committee. Credit: One hour per semester. The maximum number of credits a student can earn in English 450 is 4 hours.

460. Independent Studies**one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

French

(Division of Language and Literature)

101. Elementary French I**three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II**three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered as a satisfactory prerequisite for this course.

199. Special Topics in French**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I**three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, the review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. There is included the use of a language laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Interemediate French II**three hours**

The continuation of French 201. PR: 201, or equivalent.

220. French Special Topics II**three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

292. Pro-Seminar. Special Topics. First Option, Topic I**three hours**

This course is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period, and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with First Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. First Option, Topic II**three hours**

This course is taken in conjunction with First Option, Topic I, described above. It is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1930. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Second Option **six hours**

This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture." PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Third Option, Topic I **three hours**

This course, taken at Fairmont State College, has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with Third Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Third Option, Topic II **three hours**

This course, taken in conjunction with Third Option, Topic I, described above, has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1900. PR: Consent of instructor.

301. Literature of the Seventeenth Century **three hours**

Reading of the plays of Corneille, Racine, Moliere with outside reports from other classical writers. Comprehension, speaking, reading and writing all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Language laboratory used. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

The content of the course consists of a study of the basic historical development and significant contributions to France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent.

321. Contemporary Literature **three hours**

Outstanding writers of the twentieth century, such as Gide, Proust, Mauriac, Giono, Camus, Valery. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation **three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on a high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses.

420. Refresher Course in Conversational French **three hours**

For secondary teachers seeking renewal credit. Conversation, grammar, phonetics, pronunciation, vocabulary, writing and listening comprehension. Individualized instruction relating to student's needs and goals. PR: Consent of instructor.

426. Main Currents of French Literature and Culture **three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. The period 1700-1900 is emphasized as exemplifying most of these currents in their complex modern forms, leading to the contemporary period taken up in French 321. PR: French 202.

- 431. Methods and Materials in Teaching French** **two hours**
Study and practice in teaching French language and literature, grades 5-12.
- 435. Foreign Language Methodology for Secondary Teachers** **three hours**
A course dealing with all facets of teaching the language skills, culture, and literature, as well as learning to operate medial equipment, including the language laboratory. Instruction on topics such as individualization with the self-contained classroom, the use of the traditional grammar text with an audio-lingual approach, the writing of performance objectives for students and teachers, and new methods in foreign language teaching. Especially designed for secondary teachers seeking renewal credit. PR: Consent of the instructor.

Geography

(Division of Social Science)

- 199. Special Topics in Geography** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 210. Introduction to Geography** **three hours**
An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.
- 305. Economic Geography** **three hours**
A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.
- 315. Urban Geography** **three hours**
A study of urbanization process including origin, growth, function, spatial patterns, structure and heirarchical arrangement of urban centers, and urban problems, with special references to American cities.
- 330. Geography of North America** **three hours**
A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.
- 340. Geography of Europe** **three hours**
A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.
- 350. Geography of Latin America** **three hours**
This course is a regional study of South America, Central America, Mexico, and the West Indies.
- 360. Geography of Africa** **three hours**
A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.
- 370. Geography of Asia** **three hours**
The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.
- 399. Maps and Diagrams** **three hours**
A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; also the preparation and understanding of maps.

Geology

(Division of Science and Mathematics)

101. General Geology **three hours**

Two lectures and one two-hour lab per week. This course covers the materials of the earth's crust and the physical and chemical processes operating in and on the earth.

102. General Geology **three hours**

A continuation of 101. Application of physical and chemical processes to interpret the history of the earth. Includes a survey of evolution and the fossil record.

199. Special Topics in Geology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

German

(Division of Language and Literature)

101. Elementary German I **three hours**

The elements of German grammar; simple reading exercises, pronunciation; written assignments.

102. Elementary German II **three hours**

A continuation of the above course; special topics in grammar and greater emphasis on reading. PR: 101 or one unit of high school German.

199. Special Topics in German **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate German I **three hours**

Grammar review; composition; conversation; reading of fiction. The principal aim of the course is the reading of narrative of moderate difficulty. PR: German 102 or equivalent.

202. Intermediate German II **three hours**

This course continues the work of German 201. PR: German 201 or equivalent.

210. Masterpieces of German Literature **three hours**

A course emphasizing reading and aural comprehension of a wide range of German poetry, fiction, and drama. May be substituted for German 201 or German 202, with permission of the instructor. Laboratory used. PR: 9 hours German or permission of instructor.

230. German Special Topics II **three hours**

Individualized study according to the needs and aims of the student in areas, such as nonfictional material, contemporary fiction, civilization and culture, scientific German, selected literary works, or a combination of these. May be substituted for German 201 or 202. PR: Consent of the instructor.

301. The German Novelle **three hours**

A study of the German Novelle as a literary form of the nineteenth and twentieth centuries, with attention also being given to the German cultural and social environment. Continued work in composition and conversation. PR: 12 hours or permission of instructor.

302. German Drama and Lyric Poetry**three hours**

A study of selected German plays and lyric poems, with emphasis on the work of Goethe and Schiller. Continued work in composition and conversation, and aural comprehension. PR: 12 hours or permission of instructor.

303. Special Topics**three hours**

A course of individual study under supervision in a topic and skill of special importance to the student, such as the reading of literary or scientific material, aural comprehension, or pronunciation. Laboratory work may be included. PR: 9 hours or permission of instructor.

Health Education

(Division of Health, Physical Education, Recreation and Safety)

100. Personal Health**two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health Science**two hours**

An in-depth study of the several content areas relating to health, contemporary health problems, and reciprocal relationships involving man, disease, and the environment are investigated.

199. Special Topics in Health**one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education**two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community Health Problems**three hours**

Philosophy, organization, identification and function of federal, state, and local public health agencies, and their role in dealing with community health and safety problems are presented. PR: Biology 101 and 102.

204. Health/Safety Seminar**three hours**

A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.

310. School Health Programs**three hours**

A comprehensive approach to the development of school health programs based upon the contemporary health needs and problems of students is investigated.

370. Contemporary Health Issues**three hours**

Identification, analysis and evaluation of our most critical health problems confronting society including drug abuse, addiction, human sexuality, cardiovascular disease, malignant neoplasm (cancer), and environmental health are examined. PR: Psychology 101 and Sociology 110.

400. Health Education for the Elementary School**two hours**

Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education**four hours**

The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

412. Drug Use—Abuse—Addiction**two hours**

Students will examine physiological, psychological, social, historical, legal and health aspects of drug use, abuse and addiction.

415. Human Sexuality**two hours**

The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

425. Environmental Health**two hours**

The traditional causes and emerging problems related to man's knowledge and understanding of environmentally-induced diseases are investigated. The study will involve the man-environment relationships conducive to optimum health.

431. Methods and Materials for Health Education**two hours**

This course is a study and discussion of methods and curriculum of teaching health education. Materials and techniques of instruction appropriate for all grade levels are examined.

450. Field Practicum in Public Health**four hours**

Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History

(Division of Social Science)

107. United States History I**three hours**

The Age of Discoveries to the Reconstruction Era.

108. United States History II**three hours**

The Reconstruction era to the present time.

111. History of Civilization I**three hours**

The earliest times to the beginning of the modern era.

112. History of Civilization II**three hours**

The beginning of the modern era to the contemporary period.

199. Special Topics in History**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

250. History of Technology**three hours**

A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or Industrial-Technical Education.

302. West Virginia**three hours**

West Virginia history, government, and geography from the first settlements to the present time.

305. History of England**three hours**

From Roman Britain to the present day.

312. Diplomatic History of the United States**three hours**

The foreign relations of the United States and the development of basic American foreign policies from the colonial period to the present.

314. American Military History **three hours**

This course will provide a survey of the history and growth of the United States military establishment. The course will focus on land warfare, emphasizing the evolution of tactics and the applications of the principles of war during the major military conflicts in which the United States engaged from the Revolutionary War to Vietnam. Students will also study the selection and performance of this country's military leaders, the development and importance of military logistics, and the social and political causes and consequences of the conflicts. The course will be offered once a year. Prerequisites: Permission of instructor.

315. Colonial America **three hours**

The American colonies from their beginnings to the end of the Revolutionary War.

316. The Early Republic **three hours**

United States history from the Revolutionary War to the close of the Mexican War.

317. Civil War and Reconstruction **three hours**

The victory of the Federal Union over sectional division.

318. The Gilded Age to the Great Crash **three hours**

The United States from 1876 to 1929.

319. Recent America **three hours**

America's emergence as a leading world power.

320. American Economic History **three hours**

Economic development of the United States from the colonial period to the present.

325. Medieval Europe **three hours**

Formative development in intellectual, social, economic, and political history from the fall of Rome.

326. American Constitutional History **three hours**

The origins of the Constitution of 1787 and the role of leading jurists and landmark cases in shaping the American Constitutional traditions.

330. Renaissance and Reformation **three hours**

The Renaissance in Italy and Northern Europe; the Protestant Reformation and the Counter Reformation.

331. Revolutions in History **three hours**

A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world.

340. Europe in the Nineteenth Century **three hours**

Nationalism, imperialism, and industrial development before the First World War.

341. Recent Europe **three hours**

Problems of readjustment in the twentieth century: the League of Nations, Fascism and Communism, the Second World War, the Cold War, the Common Market.

342. Diplomatic and Military History of Europe **three hours**

The development of military and diplomatic techniques and foreign policies from the Middle Ages to the present day.

343. Urban History **three hours**

The emergence of cities in the Old World and their subsequent development; an analysis of American urbanization from the colonial period to the present.

344. Great Leaders of the Twentieth Century **three hours**

Selected political, military, and religious leaders of the twentieth century, using biographical and autobiographical materials to analyze, compare, and contrast their roles in recent and contemporary history.

352. History of Latin America **three hours**

Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives.

- 355. History of Africa** **three hours**
Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods.
- 371. Social History of the United States** **three hours**
An advanced survey of the history of American social relationships and institutions with emphasis on the lives of ordinary people and incorporating recent scholarly research both quantitative and qualitative. Three one-hour lecture and discussion periods per week. PR: History 107 and 108.
- 373. Social History of the American Woman** **three hours**
An examination of women's changing roles and contributions to American society.
- 375. Philosophy of History** **three hours**
A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history.
- 376. Civilization—A Personal View** **three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.
- 380. Afro-American History and Culture** **three hours**
The Negro in American life to the Civil War.
- 381. Black Man in America** **three hours**
The history and culture of the Black Man in the United States from 1865 to the present. (Credit in history or sociology.)
- 390. The Ecology of Man** **three hours**
A transdisciplinary study of man's relationship to the natural environment, including problems of technology and pollution; historical and philosophical origins of conservation; ecological ethics; and environmental planning.
- 410. Area Study** **one-twelve hours**
A study of a region of the world conducted on an interdisciplinary basis. The area and time span studied will be determined by the instructor. PR: Consent.
- 424. History of Asia I** **three hours**
Historical and cultural development of Asia to 1800.
- 425. History of Asia II** **three hours**
Impact of the West on Asian nations from 1800 to the present.
- 453. Russia** **three hours**
Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present.
- 455. ABC Powers of Latin America** **three hours**
An in-depth analysis and study of the three leading powers of Latin America—Argentina, Brazil, and Chile.

Home Economics

(Division of Technology/Home Economics)

- 101. Principles of Clothing Construction** **three hours**
Application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual; development of construction techniques using various fabrics; the use and care of equipment and pattern alterations.
- 102. Advanced Clothing Construction** **two hours**
Use of contemporary fabrics and techniques to construct a variety of garments including sweaters, lingerie, swimwear and active sports clothes with emphasis on the newest developments in home sewing.

- 103. Clothing Selection** **two hours**
Clothing for the individual, family, and special need groups, including fashion trends, fashion terminology, clothing and behavior, color analysis, clothing for the handicapped and discussion of the dress for success theories.
- 110. Elementary Nutrition** **two hours**
A study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. Students will evaluate their daily nutritional intake against recommended daily allowances.
- 115. Introduction to Fashion Merchandising** **three hours**
An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacturer to consumer will be covered in this course.
- 116. Fashion Illustration** **three hours**
Creative fashion design and figure drawing will be covered. The study of historical costume, color rendering techniques and the principles of design will provide inspiration and appreciation of well-designed contemporary fashions.
- 130. The Child and Community** **three hours**
A course designed to help the student understand the sociocultural forces (community, government, technology, economic) that affect the young child; and to examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with H. Ec. 132.
- 131. Programs for Early Childhood** **three hours**
Historical background and present-day theories of early childhood programs. The infant and young child at home in children's centers. Relationship of children, parents, and communities. Administration of programs.
- 132. The Child and Community Practicum** **one hour**
Observes the role of the middle-professional in the various agencies throughout the community and begins to work in the agency in a general sense. Take concurrently with Home Ec. 130.
- 140. Introduction to Interior Design** **three hours**
This is a survey of the field of interior design. Topics covered include historical overview, detail and design of architecture and furniture periods. A study is made of components, materials and career opportunities in residential and commercial interior design.
- 199. Special Topics in Home Economics** **one-three hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free elective in degree and certificate programs.
- 200. Child Care Practicum** **three hours**
Utilizing the knowledge from all courses the student will be responsible for planning and implementing a six-week program for a child development center.
- 201. Principles of Food Selection and Preparation** **three hours**
This is a study and application of food principles in food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one, two and one-half hour lab period per week.
- 202. Meal Management** **two hours**
A continuation of Home Economics 201 with particular emphasis on flour mixtures and meat cookery. Emphasis is placed on more advanced techniques in food preparation. Menu planning and meal management, as they relate to time, energy, and money are also included in the course.

210. Textiles**three hours**

Production of fabric source to end use; properties of textile fibers in relationship to performance and use, textile selection and maintenance for apparel and home furnishings.

217. Fashion Retailing and Merchandising**three hours**

An examination of the fashion business at the retail and wholesale levels, including shopping psychology, promotional activities and marketing strategies will be covered. Current issues in the fashion industry will also be studied, using field trips and guest lecturers to supplement classroom discussion. PR: H.Ec. 115.

218. Fashion Merchandising Practicum**four hours**

In this course, the student will receive on-the-job experience at a fashion merchandising establishment. The student will be required to work 120 hours and meet for class one hour per week. Classroom activities will include lectures and projects. PR: H.Ec. 217.

219. Introduction to Food Service Industry**three hours**

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food-borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

220. Diet Therapy and Community Nutrition**three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Course includes observations in both health care facilities and community feeding programs under supervision of a registered dietitian or food service director.

221. Food Service Equipment**two hours**

Emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course.

223. Quantity Foods**three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment. Course includes laboratory experience in quantity food preparation.

224. Food Service Practicum**four hours**

Observation experiences in a variety of food service operations. This experience is in an operating establishment under the supervision of food service management personnel. Sessions are conducted for students to share experiences and discuss learning activities.

227. Food and Beverage Merchandising**three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase, specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

229. Food Management Seminar**one hour**

Coordinates and reviews materials student has learned in the food service industry, and discusses various food service management problems and solutions.

230. Theory and Practices in Work with Young children**three hours**

A course designed to build competencies in parents and workers with young children. Daily and long-range program development with emphasis on continuity in learning experiences. Take concurrently with H.Ec. 232.

232. Practicum with Young Children three hours

Utilizing knowledge from theory and practice, the student will plan programs and enrichment activities for children in various settings. Take concurrently with H.Ec. 230.

251. Applied Design two hours

The principles and elements of design are explored with application of concepts in the creation of design projects. Suggestions for practical application will be explored in the selection and evaluation of home items and apparel.

275. Interior Design Practicum four hours

Various businesses related to interior design provide for on-site training and experience. Preparation of resume and professionalism are also covered.

299. Special Topics in Home Economics one-three hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free elective in degree and certificate programs.

303. Nutrition three hours

A study of the principles of nutrition with application of planning adequate diets for normal individuals and family groups of varying cultural and economic levels. Food habits, their development and changes are reviewed. Nutrition resource materials are collected and evaluated. National and international problems of nutrition are included.

310. Family Life Education three hours

A study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

312. Consumer Education three hours

A study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

315. Home Management three hours

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family.

316. Household Equipment two hours

The principles underlying the selection, use, care and maintenance of equipment used in the home with emphasis on energy consumption.

318. Home Management Problems two hours

The course includes analysis and application of management principles, common problems of the family's use of resources, management of the individual and family relationships, planned and supervised experiences of home management problems.

320. Home Planning and Furnishing three hours

Designed to help individuals analyze social, physical, economic and psychological needs which must be met by their housing. House plans and furnishings studied in relation to use, economy, beauty, and individuality.

328. Cognitive, Affective Development of Children three hours

Examines theory and research relevant to cognitive and affective development of pre-school children. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children. Laboratory experience is required.

330. Child Care Development three hours

Examines theory and research relevant to cognitive, social, emotional, and physical development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and planning for development and learning.

331. Adolescent Development**two hours**

Examines theory and research relative to physical growth, intellectual development, relationships with parents and peers and growth in self-direction. Special attention given to the quest for identity and self-concept.

332. Child Development Problems**one-three hours**

Supervised experience in working with pre-school children. Appreciation of theory and research in planning programs, materials, and guidance to enhance development and learning in all areas of child development. PR: H.Ec. 330 or take H.Ec. 330 concurrently.

351. Home Arts**three hours**

A study is made of applied arts for the home. Projects include hand-crafted accessories, linens, pillows and draperies. This course provides an opportunity not only to create but appreciate and evaluate well-designed enrichment items.

371. Problems in Interior Design**four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Areas of color, lighting, space needs and materials are covered. PR: Consent of Instructor.

399. Special Topics in Home Economics**one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives in degree and certificate programs.

402. Tailoring**three hours**

The course includes construction of a suit or coat with emphasis on selection of fabric, fitting, and traditional and contemporary tailoring techniques. Consult instructor for prerequisites. Taught on demand.

430. Methods in Vocational and Adult Education**two hours**

Methods and materials for the development of consumer homemaking programs, occupational education, adult programs, and career education for middle school, secondary, post-secondary and adult levels are covered. Emphasis given to preparation of curriculum materials for the various programs, and the legislation involved in implementation.

431. Methods and Materials in Teaching Home Economics**two hours**

A study is made of the philosophy and goals of teaching home economics at the middle and secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a home economics department is analyzed. To be taken as part of the Initial Performance Practicum. Spring semester only.

499. Special Topics in Home Economics**one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives in degree and certificate programs.

Human Services

(Community College)

100. College Orientation**one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services, such as the academic advising system. This course is offered on a credit/non-credit basis.

199. Special Topics in Human Services**one-twelve hours**

Students in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(Division of Language and Literature)

199. Special Topics in Journalism

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

240. Reporting

three hours

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104 and/or 108 through CLEP. Required for journalism and English teaching specializations as well as non-teaching journalism minor and graphics programs. Offered fall and spring semesters. Three hours lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society

two hours

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism teaching specialization and non-teaching journalism minor. Offered during fall semester on alternate-year basis.

271. The Newspaper and Society

three hours

Definitive study of responsibilities, issues, laws and ethics in relation to the news media. Covers the social responsibility theory of the press as it evolved in this country and laws and ethics affecting news media and news media's effect on the law. Reinforces necessity for accuracy in the media. Offered only in summer.

280. History of American Journalism

three hours

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester; alternates with Journalism 270.

312. Publications Problems

three hours

Practical approach to public relations and problems typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook magazine or handbook. Problems of staff organization, training, finance, format, ethics, publics, etc., discussed. Three-hour laboratory arranged. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during spring semester. PR: Journalism 240 and 343, or instructor's consent if 343 has not been completed.

320. Principles of Advertising

three hours

Concerns the management, planning, creation and use of advertising in view of today's social attitudes, consumer trends, government controls, management pressures, and changes within the advertising structure. Taught by the commerce faculty for both business and journalism students. Required for the journalism teaching specialization. Journalism majors and minors, register for Journalism 320, not Marketing 320.

330. Advanced Reporting

three hours

Advanced study and practical application of journalistic writing techniques with practicum on the Fairmont newspaper where students master use of video display

terminals. Emphasis on investigative reporting and in-depth feature writing with assignments for campus publications. Enrollment suggested for senior students who have had extensive writing and editing assignments on college publications. PR: Grade C or higher in Journalism 240.

334. News Photography **two hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of technology division. Limited enrollment. Required for both the journalism teaching specialization and the non-teaching journalism minor.

340. Journalism Practice **two hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Required for teaching specialization in journalism. Offered first semester during both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 and/or 343 or consent of instructor.

341. Journalism Practice **two hours**

Continuation of Journalism 340. An elective for the journalism teaching specialization or the journalism minor, providing a variety of journalistic opportunities in print and/or broadcast journalism depending on the individual student's interest and expertise. PR: Journalism 240 and/or 343 or instructor's consent.

343. Copy Editing and Makeup **three hours**

Intensive study of modern editing and makeup practices, copy-reading, proofreading and headline writing principles. Production processes, photo-journalism selection and advertising are related to publication of newspapers, magazines, yearbooks and other forms of print journalism. Provides application of techniques through practical experience on college publications. Three hours lab required. (Enroll in both Journalism 343 and L343.) Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester. PR: Grade of C or higher in Journalism 240.

431. Methods and Materials in Teaching Journalism **two hours**

Part of the Initial Performance Practicum. Study and practice in techniques of teaching journalism and advising school publications. (Students may elect to take their special methods course in their other teaching specialization.)

Learning Skills

(Community College)

***Developmental Skills**

101. Basic Writing Skills **two hours**

Individualized and group instruction in the areas of grammar, punctuation, spelling, sentence structure, and paragraph structure. Students demonstrating weaknesses in writing will be encouraged to enroll.

102. Basic Reading Skills **two hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary, and comprehension skills. Students demonstrating weaknesses in reading will be encouraged to enroll.

103. General Math **two hours**

The following topics will receive attention in this course: basic operations (adding, subtracting, multiplying and dividing) whole numbers, fractions, decimals, and percent;

some attention will be given to skills in solving reading problems. Application to everyday problems will be stressed. Some instruction is computer-assisted; no previous background is required.

104. Pre-Algebra **two hours**

The following topics will receive attention in this course: positive and negative integers, order of operations, fractions, solving elementary equations, and introduction to working elementary word problems. Students with weak or no algebra background should enroll.

105. Elementary Algebra **three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations. Students with limited backgrounds in algebra will be encouraged to enroll.

106. Elementary Plane Geometry and Trigonometry **two hours**

The following topics will receive attention in this course: Introduction to points, lines and planes in rectangular coordinate systems; analytical and graphical plane geometry; and analytical and graphical plane trigonometry. Students with limited backgrounds in plane geometry and trigonometry will be encouraged to enroll.

199. Special Topics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Coordinator.

****Accelerated Skills**

101. Speed Reading **two hours**

This course is designed to sharpen perception, increase eye span and improve eye movements. Extensive reading material is used to integrate efficient reading techniques into daily reading. The course's goal is to increase speed 25 percent and to maintain comprehension of 80 percent or better. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

102. Advanced Speed Reading **one hour**

This computer-assisted course is designed to aid students in reading 700 words per minute with 70 percent comprehension. The purpose is to bring students with adequate college level reading skills to excellent reading skills. No previous computer experience is necessary. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

104. Words and Usage **two hours**

Computer-assisted instruction is provided in vocabulary enhancement by stressing contextual and etymological studies and dictionary and thesaurus exercises. The course is designed to extend the students' receptive and expressive vocabularies. The words studied are taken from suggested lists for college sophomores. Students taking or who have taken a developmental reading or writing course should consult with the instructor before enrolling in this course. No previous computer experience is necessary.

106. Intermediate Spanish Workshop I, II **one hour**

Computer-assisted instruction is provided in intermediate Spanish vocabulary and grammar. No previous computer experience required. PR: Concurrent enrollment in Spanish 201 or 202 or consent of instructor.

*Credit cannot be counted for graduation purposes.

**Credit is counted for graduation purposes.

108. Intermediate French Workshop I, II**one hour**

The course consists of computer-assisted instruction in intermediate French vocabulary and grammar. No previous computer experience required. PR: Concurrent enrollment in French 201 or 202 or consent of instructor.

109. Elementary German Workshop I, II**one hour**

Computer-assisted instruction is given in elementary German vocabulary and grammar. No previous computer experience required. PR: Concurrent enrollment in German 101 or 102 or consent of instructor.

110. Intermediate German Workshop I, II**one hour**

This course involves computer-assisted instruction in intermediate German vocabulary and grammar. No previous computer experience required. PR: Concurrent enrollment in German 201 or 202 or consent of instructor.

112. Technical and Expository Writing Workshop**one hour**

This is a guided microcomputer laboratory for technical writing students. Students will use the data processing tools of a modern technical writer to complete assignments in related writing courses. Instruction will be provided for equipment operation and an introduction to a disk operating system, a word processor, a communications program, and a computer drawing program. Laboratory exercises with equipment widely used in business and industry will expose students to desktop microcomputers, printers, plotters, modems, and data entry devices. Corequisite: Enrollment in a writing class or instructor's consent.

199. Special Topics in Skills Acceleration**one-twelve hours**

A service course to other academic divisions in accelerated skills (such as the French or Spanish Workshops). The course is to be approved by the chair of the division requesting the service course, the Program Coordinator and the Dean of the Community College. Credits earned will be applicable as free electives in degree and certificate programs.

Library Science

(Division of Language and Literature)

101. How to Use a Library**one hour**

Introductory course on how to use libraries and library materials, with emphasis on the Fairmont State College Library. Self-paced, arranged course. Open to all students.

199. Special Topics in Library Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Reference and Bibliography**three hours**

The study of basic reference sources. Evaluation, selection, use, literature searching and bibliographic compilation are stressed. First semester only.

210. Library Materials for Adolescents**three hours**

A study of the philosophy, principles and criteria used in selecting materials for young people. Selection aids and professional tools are studied. Overall collection building and evaluation are emphasized. A wide variety of adolescent material is studied. Second semester only.

302. Cataloging and Classification**three hours**

An introduction to the general principles of descriptive cataloging and entry work through a study of the Anglo-American Cataloging Rules, second edition. Construction of a call number is studied through use of the Dewey Decimal Classification and Cutter tables. Sears subject headings are used to present the basic principles of subject analysis. The practical aspects of these processes are stressed through their application to book and non-book materials. OCLC skills are stressed. Second semester only.

304. Organization and Administration**three hours**

A study of the philosophy and objectives involved in the operation of libraries. Emphasis is on standards, budgeting, staff, public relations, facilities, and professionalism. PR: 200, 210, 302. First semester only.

305. Library in the Educational Process**three hours**

A study of the role of the library in the implementation of the educational goals of the school with special emphasis on curriculum support, instruction, new technology, public relations, evaluation, and resources. PR: 200, 210, 302.

400. Library Practice**three hours**

At least 100 hours of practical experience in a school, public, academic, or special library. For Bachelor of Arts in Education this course is taken concurrently with Education 420 or Education 450. PR for B.A. in Education: LS 120, 200, 210, 302, 304, Eng. 207, Educ. 424.

Management

(Division of Commerce)

305. Small Business Management**three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management**three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

309. Principles of Management**three hours**

The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

314. Office Management**three hours**

Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

390. Human Behavior in Organizations**three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 309.

409. Quantitative Management**three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years. Menu-driven software is used to find solutions to problems associated with the more popular management science techniques.

Marketing

(Division of Commerce)

205. Salesmanship

three hours

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunities to construct and give sales presentations.

300. Retailing

three hours

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

304. Marketing

three hours

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

312. Retail Field Experience

four hours

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising

three hours

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

411. Marketing Management

three hours

This course is designed to provide a more in-depth study of marketing theory and processes. Emphasis will be placed on the analysis and decision-making processes required of marketing managers. PR: Marketing 304.

Mathematics

(Division of Science and Mathematics)

101. Applied Technical Mathematics I

three hours

An introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot satisfy general studies requirements. PR: One unit of high school algebra and a score of 15 or higher on the Math ACT or Developmental Skills 105, Elementary Algebra.

102. Applied Technical Mathematics II

three hours

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, as well as complex numbers, exponential and logarithmic functions, inequalities and additional topics in trigonometry. This course cannot satisfy general studies requirements. PR: Math 101.

110. Mathematics for Elementary Teachers I

three hours

An introductory course in mathematical ideas. This course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for general requirement in science and mathematics. PR: One

unit of high school algebra and a score of 15 or higher on the Math ACT or Developmental Skills 105, Elementary Algebra.

111. Intermediate Algebra **three hours**

This is a beginning course in college algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. PR: One unit of high school algebra and a score of 15 or higher on the Math ACT or Developmental Skills 105, Elementary Algebra.

112. Intermediate Mathematics I **three hours**

An introductory course of integrated algebra, trigonometry, and related topics. This course cannot be used as mathematics credit toward certification for teaching mathematics. PR: Math 111 or two units of high school algebra and one unit of high school geometry or Developmental Skills 106, Geometry.

115. Intermediate Mathematics II **four hours**

An integrated course of the material traditional offered in college algebra and trigonometry, and related topics. PR: Math 112 or two units of high school algebra, one unit of high school geometry and one unit of high school mathematics having algebra and geometry as prerequisites.

116. Calculus I **four hours**

The simpler techniques of differentiation and integration for the elementary functions. Step functions and their integral, the exact area under a monotonic curve, the definite integral. Limit of a function, slope of a curve, tangents, instantaneous rates. Continuity, algebra of limits, existence of limits, continuous functions. Derivative of a function, $D(u + v)$, Dcu , Cuv , Du^n , differentiation of polynomials. Interpretation and applications of derivatives. Mean value theorem. Taylor's theorem, higher order derivatives, cut-off Taylor's series as approximations, convexity, consent at acceleration, maxima and minima. Differentiation of rational functions, maxima and minima with side conditions. The antiderivative, differential equation $DF(x)=f(x)$, fundamental theorem of calculus. Integration by parts, algebraic properties of integrals, applications, area, average value of a function, falling bodies, work, volumes, moments. Antiderivatives of negative powers, application, Theory of logarithms and general powers. Exponential function. Tangent and normal, orthogonal curves, angle between two curves, circle and parabola. Arc length, polar coordinates. Derivatives and integrals of trigonometric functions. Periodic motion, simple harmonic motion. Inverse trigonometric functions. Numerical methods: trapezoidal rule, Simpson's rule, Newton's method. PR: 115 or equivalent.

199. Special Topics in Mathematics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic **three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 115 or consent.

201. Mathematical Logic **three hours**

A continuation of Math 200. PR: Math 200.

205. Fundamental Concepts of Mathematics **three hours**

An introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numeration systems, introductory number theory, probability, and other related topics. This course will be offered each semester; it cannot be substituted for Math 110.

206. Introduction to the Theory of Numbers **three hours**

Prime Numbers; the unique factorization theorem; congruencies; Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 116 or consent.

210. Mathematics for Elementary Teachers II**three hours**

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions**three hours**

Topics to be studied are those related to sets, relations and functions which are common to most upper division mathematics courses. This course is designed and highly recommended for students majoring or minoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year. PR: Math 115.

214. History of Mathematics**three hours**

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.

315. Calculus II**four hours**

A continuation of Math 116. PR: 116.

316. Calculus III**four hours**

A continuation of Math 315. PR: 315.

323. Mathematics for Elementary Teachers III**three hours**

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. Credit for this course does not count for general requirement in science and mathematics. PR: Math 210 or concurrent registration with consent of instructor.

335. Probability and Statistics**three hours**

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the binomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.

336. Probability and Statistics**three hours**

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis**three hours**

Solution of equations. Functional interaction of equations, analysis of special methods such as the methods of false position and of Newton; interaction for systems of equations. Reduction to first order systems. Gaussian elimination and some interactive methods for inversion. PR: Math 314 and EDP 103 or consent.

361. Abstract Algebra**three hours**

Sets, relations, functions, operation, etc. Algebraic systems: integers, rationals, matrices, etc. Isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 116 or consent.

362. Linear Algebra **three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 316 or consent.

372. Modern Geometry **three hours**

The idea of convexity; separation of planes by lines, and of space by planes. The treatment of betweenness. Distance functions and angular measurement functions, and the postulates governing them. Metric definitions of congruence-relations, for segments, angles and triangles. The parallel postulate. PR: Math 116 or consent.

373. Projective Geometry **three hours**

Extended Euclidean plane, elements of perspective, linear transformations in \mathbb{P}^2 , the axiomatic foundation, the complete four-point and complete four-line, conics, introduction of coordinates. PR: Consent.

375. Topology **three hours**

A study of sets, relations, functions, cardinal numbers and orderings. Topological spaces, including continuity, convergence, separation, compactness connectedness. PR: Math 315.

391. Introduction to Analysis **three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 316.

393. Introduction to Foundations of Mathematics **three hours**

Continuation of 391. PR: Consent.

400. Seminar **one-three hours**

PR: Consent.

401. Differential Equations **three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus **three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 316 and consent.

413. Introduction to Complex Variables **three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e , $\sin x$, $\log z$. Analytic functions. Limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 315.

431. Methods and Materials in Teaching **two hours**

This course is designed for senior education majors with a math teaching specialization in either grades 5-12 or 5-8. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-8 majors must complete Math 431 prior to enrolling in the I.P.P. PR: 5-8 majors; Math 115 and a 2.2 average in math courses completed; 5-12 majors; Math 316 or consent and a 2.2 average in math courses completed. Offered fall semester only.

Medical Laboratory Technology

(Division of Health Careers)

101. Introduction to Medical Laboratory Technology **three hours**

Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved. PR: Permission of Instructor. Fall Semester.

102. Clinical Microscopy and Laboratory Instrumentation **three hours**

Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: Admission to MLT Program. Spring Semester.

199. Special Topics in Medical Laboratory Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

200. Clinical Serology Lecture **one hour**

Lectures dealing with antigen-antibody reactions, explanation of types and general principles of serologic tests including tests for syphilis, febrile agglutination, and latex fixation. PR: MLT 101 and 102. Spring Semester.

201. Clinical Serology Practicum **one hour**

Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102. Arranged.

202. Clinical Biochemistry Lecture **four hours**

Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102. Fall Semester.

203. Clinical Biochemistry Practicum A (First Rotation) **two hours**

Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102. Arranged.

204. Clinical Biochemistry Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 101 and 102. Arranged.

205. Clinical Microbiology Lecture **four hours**

Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102. Fall Semester.

206. Clinical Microbiology Practicum A (First Rotation) **two hours**

Laboratory experience in basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102. Arranged.

207. Clinical Microbiology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 101 and 102. Arranged.

208. Clinical Mycology and Parasitology **one hour**

Students study the morphology, cultural characteristics and other methods of identifying mycoses, yeasts and parasites. PR: MLT 101 and 102. Spring Semester.

209. Clinical Microscopy Practicum **one hour**

Laboratory practice in the collection and performance of various urinalysis tests including microscopic examination of urinary sediment. PR: MLT 101 and 102. Arranged.

210. Clinical Hematology Lecture **four hours**

Theory, principles, applications, techniques of measurement and functions of blood cells, hemoglobins, hemostasis, myeloproliferative disorders, cytochemistry, and quality control. (3 hours lecture, 2 hours lab) PR: 101 and 102. Summer.

211. Clinical Hematology Practicum A (First Rotation) **two hours**

Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures. PR: MLT 101 and 102. Arranged.

212. Clinical Hematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 101 and 102. Arranged.

213. Immunohematology Lecture **four hours**

Theory, principles, applications and techniques of antigen-antibody reactions dealing primarily with blood typing and transfusions. Genetics, legal aspects, hemolytic diseases and quality control. (3 hours lecture, 2 hours lab) PR: 101 and 102. Summer.

214. Immunohematology Practicum A (First Rotation) **two hours**

Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102. Arranged.

215. Immunohematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 101 and 102. Arranged.

216. Seminar **two hours**

This course will correlate students' didactic knowledge with their clinical experience. Guest speakers and field trips will introduce the students to other aspects of laboratory medicine. For completion of the class, the student must write and present a research paper on one facet of the laboratory. PR: ML 101 and 102. Spring Semester.

Medical Record Technology

(Division of Health Careers)

103. Directed Practice I **one hour**

This course is designed to introduce the student to individual medical record forms, the compilation of a medical record, record numbering systems, filing systems, and quantitative analysis. Inpatient, outpatient, and extended care record models are presented in the laboratory. In the clinical setting, the student will have an opportunity to practice preparation and filing of patient index cards; assembly, analysis, filing and retrieval of medical records; release of medical information and general office procedures. Four hours per week. Taken concurrently with MRT 104. Fall Semester.

104. Introduction to Medical Records **three hours**

This course serves as an introduction to the functions and duties of a medical record technician, the national organization as well as an orientation to the study of the basic medical record, analysis, assembly, filing, as well as storage and retrieval. Three hours lecture. Fall Semester.

106. Directed Practice II **two hours**

This course is designed to give the student additional practice in numbering, assembling, analyzing, filing and retrieving medical records, as well as introducing such

new procedures as microfilming, data/word processing, transcription, data gathering, and preparation of statistical reports. Eight hours per week. PR: MRT 103. Taken concurrently with MRT 107, MRT 110. Spring Semester.

107. Storage Systems **two hours**

This course is designed to acquaint the student with various storage and retrieval aspects of health care information. Included in this area would be manual and computer storage, and statistical reports. PR: MRT 104. Fall Semester.

108. Medical Transcription/Word Processing **three hours**

This course is designed to synthesize the skills and knowledge of typing, machine transcription, medical terminology and medical record forms. Use of word processing equipment in preparing medical reports will be introduced. Three hours per week. PR: OAdm. 102 or 35 wpm typewriting speed. Spring Semester.

109. Hospital Statistics **three hours**

This is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable to health care institutions will be introduced. Three hours lecture. PR: MRS 104. Spring Semester.

110. Legal Aspects of Health Information **three hours**

This course is designed to instruct the student in the basic legal principles, release of confidential health information, court conduct, and association with legal authorities. PR: MRT 104. Spring Semester.

205. Classification Systems, Indexes, Registers **five hours**

This course is designed to emphasize the history and development of disease coding. The student will spend time learning the procedures of the various systems. Application of the current coding system will be emphasized. Indexing by manual method and computer are explained. Four hours lecture, two hours laboratory per week. PR: MRT 103, 104, 106, 107, and 110. Fall Semester.

206. Directed Practice III **three hours**

This course will afford the advanced student opportunity to code and index diseases and operations on medical records and to sharpen skills in numbering, assembling, analyzing, filing, retrieving, transcribing, statistical computations, and specialized registries and studies. Twelve hours per week. PR: MRT 103, MRT 106. Taken concurrently with MRT 205. Fall Semester.

207. Health Information Supervision **five hours**

This course is designed to introduce management functions required to direct a medical record department: procedure development, methods analysis, job description, work standards, budgeting, layout, work flow, organizational charts, interdepartment relationships. Current standards of health care are presented: Joint Commission on Accreditation of Hospitals (JCAH) accreditation state licensure, quality assurance, utilization review, risk management. PR: MRS 205, 206. Spring Semester.

208. Directed Practice IV **three hours**

This is a concentrated three 40-hour week course in which the student will practice all skills acquired thus far in the two-year program under the supervision of a directed practice supervisor and the faculty clinical coordinator, including admission procedures; record assembly, analysis and maintenance; coding and indexing or abstracting; statistical reports, vital statistics reporting; release of information; microfilming, transcription; tumor registry; utilization review; audit/quality assurance; committee meetings and management skills. Forty hours per week. PR: MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, and 207. Spring Semester.

209. Seminar **two hours**

The seminar will use various methods to integrate all content areas of medical records. Use of guest speakers will be expanded in this course to enable the student to gain better insight into specific areas of the work field. PR: All MRT classes. Spring Semester.

Military Science

(Division of Social Science)

Basic Phase Courses—No uniform or haircut requirements

105. Military Science I Part A **two hours**

This basic introductory course will cover the organization and development of the United States Army and Army ROTC; basic leadership concepts; general military subjects, including first aid, map reading and United States Army equipment. Rappelling is offered as an optional personal enrichment subject. PR: Freshmen or sophomore standing or consent.

106. Military Science I Part B **two hours**

The discussion will involve the role of the United States in world events, policies and traditions in peace and war; continued instruction in leadership fundamentals and general military subjects, including further study of first aid and map reading. Optional personal enrichment subjects will include rappelling and visits to army installations. PR: Freshmen or sophomore standing or consent.

107. Military Science II Part A **two hours**

This course involves a more in-depth study of leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. Instruction will be provided in basic military skills such as drill and ceremonies and land navigation. PR: Freshmen or sophomore standing or consent.

108. Military Science II Part B **two hours**

Intermediate-level instruction is provided in fundamentals of leadership and management with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. Further instruction is provided in basic military skills. PR: Freshmen or sophomore standing or consent.

Advanced Phase Courses—Commitment to Military Science Obligation

211. Military Science III Part A **three hours**

This course examines the requirements for military training and the psychological and technical aspects of effective instruction, as well as the military career system and the occupational specialties options available. Practical leadership training activities such as drill and ceremony and physical training (which also provides required physical conditioning) is included. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MS I and II course completion; or prior military service; or completion of basic training, or Basic ROTC Summer Camp attendance and consent of instructor; or instructor's consent under the alternate Entry Option Program.)

212. Military Science III Part B **three hours**

Race relations/drug abuse and alcohol seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics; further practical leadership training is provided by activities such as drill and ceremony and physical training (which also provides required physical conditioning); students are prepared for Advanced Camp. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 or consent.

213. Military Science IV Part A **three hours**

This course stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. Practical leadership training is stressed by participation in and evaluation of activities such as drill and ceremony and physical training (which also provides required

physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 and 212.

214. Military Science IV Part B

three hours

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy, military history, and world affairs is examined. Practical leadership training involves taking part in and evaluating activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211, 212 and 213.

Music

(Division of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

- a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See FSC Bulletin Music Supplement for applied requirements, recitals, and applied levels.
- b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.
- c. Two-hour credit applied music courses required two one-half lessons per week or one hour lesson per week plus two hours daily practice.
- d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

101. Concerts, Recitals, and Seminars

No Credit

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters)

one-two hours

The program of study will be fitted to the individual needs of the subject. Acceptance of the student will be the prerogative of the instructor.

105. Piano Class I-II

one hour

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters)

one-two hours

See description under Music 103.

108. Beginning Theory (on demand)

two hours

This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive

four hours

This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

110. Theory, Comprehensive

four hours

A continuation of Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.

139. Voice Class I (first semester) one hour

Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester.

141.* Voice I-IV; 341. Voice I-IV (last four semesters) one-two hours

Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters) one hour

A select touring choir. PR: Audition.

169. Band I-IV; 369. Band I-IV one hour

Open to all students who can play a band instrument. During the fall semester the band performs at all home football games. Spring semester students study and perform a wide variety of band literature.

170. Laboratory, Band and Orchestra No Credit

This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Required of students enrolled in Music 211, 213, 215, 217, 411, 413, 415, and 417.

172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra II-IV (last four semesters) one hour

Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.

173. Symphonic Choir I-IV; 373. Symphonic Choir I-IV (last four semesters) one hour

Open to all students. This course is designed to present a study of choral literature and administration through participation.

174. Men's Varsity Glee Club I-IV; 374. Men's Varsity Glee Club I-IV (last four semesters) one hour

A performance group open to all men of the college community. Literature selected from various styles, including pop, show tunes, folk and religious. Performances for college and community functions. Non-audition. (Not to be used for major performance participation credit in any music degree program.)

Individual Instruction in Band and Orchestral Instruments:**177.* Percussion I-IV; 377. Percussion I-IV (last four semesters) one-two hours****179.* Saxophone I-IV; 379. Saxophone I-IV (last four semesters) one-two hours****181.* Flute I-IV; 381. Flute I-IV (last four semesters) one-two hours****183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters) one-two hours****185.* Oboe I-IV; 385. Oboe I-IV (last four semesters) one-two hours****187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters) one-two hours****189.* Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters) one-two hours****191.* Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters) one-two hours****193.* French Horn I-IV; 393. French Horn I-IV (last four semesters) one-two hours****195.* Trombone I-IV; 395. Trombone I-IV (last four semesters) one-two hours****197.* Tuba I-IV; 397. Tuba I-IV (last four semesters) one-two hours****199. Special Topics in Music one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

- 200.* Violin I-IV; 300. Violin I-IV (last four semesters) one-two hours**
201.* Viola I-IV; 301. Viola I-IV (last four semesters) one-two hours
202.* Cello I-IV; 302. Cello I-IV (last four semesters) one-two hours
204.* Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters) one-two hours
205. Music Appreciation two hours

A general music course in appreciation. Composers of the classical, romantic and modern periods are discussed, and compositions of these composers are heard through recordings.

- 206. Music Appreciation for Majors three hours**

The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.

- 207. Beginning Recorder two hours**

An introduction to music through learning to play the recorder. Performance goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.

- 209. Theory Comprehensive four hours**

Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.

- 210. Theory, Comprehensive four hours**

Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.

- 211. String Class I; 411. String Class II one hour**

This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

- 213. Brass Class I; 413. Brass Class II one hour**

This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Spring Semester.

- 215. Woodwind Class I; 415. Woodwind Class II one hour**

This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Fall Semester.

- 217. Percussion Class I; 417. Percussion Class II one hour**

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

- 231. Elementary Music I (K-3) three hours**

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Required for all elementary teachers. Fall Semester.

- 232. Elementary Music II (4-8) three hours**

This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.

- 245. Fundamentals of Conducting** **two hours**
 This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: 109. Spring Semester.
- 247. Stage Band** **one hour**
 This course is open to advanced instrumental students. It is designed to give students an opportunity to rehearse and perform big band jazz and jazz-rock literature under faculty direction. PR: Audition or admission at the discretion of the director.
- 249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV** **one hour**
 Open to advanced woodwind students. Includes various Woodwind ensembles. (Last four semesters.) PR: Audition.
- 251. Instrumental Repair and Maintenance I** **two hours**
 A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.
- 275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters)** **one hour**
 Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.
- 277. Chamber Choir I-IV; 477. Chamber choir I-IV (last four semesters)** **one hour**
 Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.
- 279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters)** **one hour**
 Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.
- 309. Orchestration.**
 A survey of the technical abilities and limitations of the instruments of the orchestra and band with an emphasis on the practical fundamentals of score preparation.
- 310. Counterpoint (on demand)** **two hours**
 A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.
- 311. Form and Analysis (on demand)** **two hours**
 A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.
- 312. Composition (on demand)** **two hours**
 This course is designed to teach, through the study of various types of music; a basic and accepted approach to creative composition. PR: 209.
- 313. Music History: Music Before 1750** **three hours**
 The development of musical styles from the Medieval era through the death of J. S. Bach. PR: Music 209, 206 or permission of instructor. Fall Semester.
- 314. Music History: Music Since 1750** **three hours**
 The development of musical styles from the close of the baroque period up to the present day. PR: Music 209, 206 or permission of instructor. Spring Semester.

320. Techniques of Keyboard Accompanying **one hour**

A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6 **two hours**

Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.

347. Advanced Conducting **two hours**

This course is a continuation of the techniques studied in Music 245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: 245. Fall Semester.

376. Civilization—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

425. Marching Band Techniques **two hours**

This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

429. Instrumental Methods, Materials and Administration **two hours**

Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209. and 245. Fall Semester.

430. Choral Methods, Materials, and Administration **two hours**

Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.

431. Methods and Materials in Teaching Music, 7-12 **two hours**

Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. To be taken during the Initial Performance Practicum. Fall Semester.

432. Choral Workshop (on demand) **two hours**

Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

433. Instrumental Workshop (on demand) **two hours**

Offered to upgrade instrumental teaching techniques and administration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

434. Composition Workshop (on demand) **two hours**

Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

435. Music Production Workshop **one-three hours**

A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

- 437. Area Studies in Music Literature I-III** **one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 438. Area Studies in Music Literature I-III** **one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 439. Area Studies in Music Literature I-III** **one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 440. Senior Recital** **one hour**
(See FSC Music Bulletin Supplement). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.
- 442. and 443. Theory Workshop (on demand)** **two-three hours**
Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit—maximum 6 hours.
- 444. and 445. Elementary Workshop (on demand)** **two-three hours**
Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit—maximum 6 hours.

Nursing

(Division of Health Careers)

- Nursing 101. Fundamentals of Nursing** **six hours**
This course is designed to introduce the beginning student to the nursing process and to its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the application of skills related to basic needs and life processes. PR: Admission to the nursing program. Taken concurrently with Biology 170, Home Economics 110, and Allied Health 106. (4 hours class, 6 hours lab.) Fall Semester.
- Nursing 103. Medical-Surgical Nursing** **eight hours**
This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, metabolism, elimination and oxygenation. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized patients will enable the student to develop understanding and to acquire skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills required in prerequisite courses. (4 hours class, 10 hours lab.) PR: Nursing 101, Home Economics 110, Biology 170, Allied Health 106. Biology 205 concurrently. Spring Semester.
- Nursing 120. Psychiatric Nursing** **six hours**
This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized patients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective functions, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 5-week course offered in the summer. (9 hours class, 12 hours lab.) PR: Nursing 103, Psychology 101 and an overall "C" in nursing courses. Summer.

Nursing 199. Special Topics in Nursing**one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

Nursing 202. Medical-Surgical Nursing**eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, sensori-motor and developmental. The other life processes are considered as they apply throughout the course. Selected laboratory experiences caring for hospitalized patients and individuals in community agencies will enable the student to acquire knowledge and skill related to content being studied and the student's individual needs. (4 hours class, 10 hours lab.) PR: Nursing 103, Nursing 120 and an overall "C" average in nursing courses. Fall Semester.

Nursing 204. Trends in Nursing**two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on Legal Rights and Responsibilities and Leadership Development. PR: Nursing 120. Fall Semester.

Nursing 205. Maternity Nursing**five hours**

Maternity nursing is an introduction to the physiological, psychological, social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in local clinics. Experiences in labor and delivery, immediate postpartal and neonatal care is provided in a hospital setting. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Nursing 206. Nursing of Children**five hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Office Administration

(Division of Commerce)

101. Beginning Typewriting**two hours**

A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. This course is for those who have had no previous typewriting training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting/Keyboarding**three hours**

This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms on an electronic typewriters. PR: OAdm, 101, consent of instructor or high school typing courses. One hour lecture, four hours lab per week.

104. Introduction to Microcomputers—IBM PC **one hour**

This course provides an introduction to microcomputers by using the IBM PC and is open to all students. The course involves one lecture hour per week. Students will learn the basic skills necessary to input data by learning "touch" keyboarding. Instruction also includes the basic operation of an IBM PC as well as the significance of control keys and key combinations.

199. Special Topics in Office Administration **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Beginning Shorthand **four hours**

Beginning course in shorthand. Introduction of theory and brief forms of Gregg Series 90 Shorthand. Emphasis is on reading and writing of shorthand at 40 to 60 words per minute. Spelling, punctuation and sentence structure are stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Intermediate Shorthand **four hours**

Continuation of OAdm. 201. Emphasis is on the writing of shorthand from dictation at a minimum of 60 to 80 words per minute. Spelling, punctuation and sentence structure, and reproducing mailable transcripts are stressed. PR: OAdm. 201 or Department Placement Test.

204. Secretarial Accounting **three hours**

Designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. The understanding and interpretation of accounting principles are developed.

211. Advanced Typewriting/Keyboarding **three hours**

The problems typed simulate documents prepared in executive, accounting, professional, and government offices. Production skills and decision-making abilities are emphasized. PR: OAdm. 102. One hour lecture, four hours lab per week.

230. Introduction to Word Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the nonmajor in Office Administration as well as a familiarization course for those individuals who have little or no experience with computers. Opportunities will be provided for students to explore operations on both a dedicated word processor and a microcomputer, computer software, and word processing applications. The course will also present an overview of the concepts and terminology of computer operations including some of the basic principles of word processing. This course is designed to be offered as an elective in the Division of Commerce and cannot be used as a substitute for Office Administration 340, Principles of Word Processing. It is not open to any student whose program requires Office Administration 340, Principles of Word Processing.

251. Business Communications **three hours**

This course concentrates on the principles of writing effective business communications, including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of job-related communications such as resumes and letters of application will also be covered. In addition, the use of modern technology for business communications will be discussed, and the business applications of the concepts of oral and non-verbal communication will be introduced.

301. Advanced Shorthand and Transcription **four hours**

Emphasis is on the writing of shorthand at a minimum of 80 to 100 words per minute and reproducing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. A complete review of brief forms and derivatives is included. Sustained dictation

and transcription of a departmental business vocabulary are emphasized. PR: OAdm. 202 or two years of high school shorthand and departmental placement test.

302. Advanced Shorthand and Transcription **four hours**

A continuation of Bus. Ed. 301. Emphasis is on dictation at a minimum of 120 words per minute and producing mailable transcripts. Sustained dictation and transcription of a vocational vocabulary are emphasized. PR: Bus. Ed. 301.

303. Specialized Shorthand Applications **four hours**

This course is a continuation of OAdm. 301. Emphasis is on executive, medical, and legal dictation at 100 to 120 words per minute, and producing mailable transcripts. Development of vocational vocabulary through theory and sustained dictation. PR: OAdm. 301.

310. Supervising Office Systems Personnel **three hours**

This course is designed to train students already skilled in basic office operations to become effective and efficient supervisors. Emphasis will be placed on the basic elements of supervision in relation to an office environment as well as the exploration of various techniques available for effective training and supervision of employees in an office setting. Some of the topics to be covered will be training office employees for productivity, discussion office climate and its relationship to employee productivity, discipline in the office, examining attitudes of supervisors and the degree of influence they have in relation to office employees.

340. Principles of Word Processing **three hours**

This course will provide instruction in word processing theory and concepts, procedures, and personnel management, as well as practical training and development of proficiency in the operation of the IBM microcomputer. PR: OAdm. 102 and 251 or simultaneous enrollment.

341. Word Processing Applications **three hours**

The course will provide in advanced application on the IBM microcomputer with emphasis on formulating standard documents and printing on various types of printers. PR: OAdm. 340.

342. Electronic Records Management **three hours**

This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software.

343. Word Processing Transcription **three hours**

This course is a review of punctuation, proofreading, spelling and vocabulary development as major points of emphasis in training students to become proficient machine transcriptionists. Students use a desktop transcribing machine to create and edit documents on electronic equipment. PR: OAdm. 340 or simultaneous enrollment.

344. Word Processing Management **three hours**

This is a course designed to modify and improve the procedures, equipment, and environment of a word/formation processing system. Students will explore the concepts of selecting the vendors, preparing the users, developing and evaluating the staff, planning work-flow procedures and providing an in-depth study of ergonomics as it pertains to an office environment. PR: Bus. Ed. 340.

345. Word Processing Practicum **two hours**

In this course students will spend 6 hours per week per semester in the word processing lab. Duties will include providing limited assistance with equipment operations, controlling software, and securing laboratory equipment. The students will meet on an arranged basis with the instructor's in charge to discuss problems. PR: Bus. Ed. 340.

346. Word Processing Directed Office Experience **two hours**

This course will offer realistic office experience where previously learned word processing skills can be integrated with decision-making skills and human relations skills.

Students will be assigned to a work station for a total of 140 hours of supervised office work. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment with the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours and should plan to take this course their junior year. PR: Bus. Ed. 340.

360. General Office Procedures **three hours**

This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, handling conferences, and travel arrangements, office machines—including calculators, transcribers and reprographic equipment. PR: OAdm. 102.

361. Specialized Office Procedures **three hours**

As a continuation of OAdm. 360, this course is designed to further coordinate previously acquired skills. A survey of executive, legal, and medical office professions are presented with case studies related to problems and procedures of these career paths. Simulations will be provided in each student's area of specialization utilizing electronic equipment. PR: OAdm. 211 (may be taken simultaneously) and OAdm. 360.

362. Directed Office Experience **two hours**

A practical course with actual experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; the B.A. or B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 211 301, 360 or 361, 2.0 average in major, minor, and overall, i.e., for all work attempted. (Bus. Ed. 361 may be taken simultaneously.)

*Note: For other courses related to this subject matter area, refer to the section entitled Business Education.

Philosophy

(Division of Social Science)

199. Special Topics in Philosophy **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy **three hours**

A survey of the principal problems arising out of man's attempts to organize his experience and direct his existence.

250. Great Philosophers **three hours**

A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century.

300. Introduction to Logic and Philosophical Analysis **three hours**

Problems and techniques of systematic thinking about philosophical ideas. Subjects include: epistemological theory, basic techniques of inductive and deductive reasoning,

the nature and use of definitions, the identification of fallacies, and the effective use of factual, hypothetical, and theoretical statements.

325. Thinking About Values **three hours**

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems.

350. Comparative Religion **three hours**

Description and analysis of the philosophical systems underlying the major religions of the world.

375. Philosophy of History **three hours**

(Credit in either philosophy of European history.) A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience.

400. Seminar **three hours**

Research and reading for advanced students.

Physical Education

(Division of Health, Physical Education, Recreation and Safety)

100. Basic Physical Education **one hour**

Analysis and application of the rules, boundaries, strategies and psychomotor skills characteristics of a variety of sport forms are examined. The course is offered in eight-week sessions.

101. Basic Physiological Conditioning-Health **one hour**

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

102. Weight Training-Lifting **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. The course is offered in eight-week sessions.

110. Archery **one hour**

The analysis and application of the rules, psychomotor skills, and safety aspects of the lifetime sport of archery are studied. This course is offered in eight-week sessions.

112. Badminton **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of badminton are studied. This course is offered in eight-week sessions.

114. Bowling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of bowling are studied. This course is offered in eight-week sessions.

116. Casting and Angling **one hour**

The analysis and application of the psychomotor skills and the safety aspects of the individual sport of casting and angling are studied. This course is offered in eight-week sessions.

120. Basketball (Beginning) **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

121. Introductory Seminar in Educational Sport **two hours**

Knowledge, skills, values, and trends characteristic of sport and current professional endeavors are surveyed.

124. Volleyball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of volleyball are studied. This course is offered in eight-week sessions.

126. Tennis (Beginning) **one hour**

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

130. Flag Football **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

140. Golf **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

142. Handball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of handball are studied. This course is offered in eight-week sessions.

144. Racquetball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.

150. Gymnastics-Apparatus **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-apparatus are studied. This course is offered in eight-week sessions.

152. Gymnastics-Tumbling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-tumbling are studied. This course is offered in eight-week sessions.

160. Soccer **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of soccer are studied. This course is offered in eight-week sessions.

162. Softball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

164. Speedball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of speedball are studied. This course is offered in eight-week sessions.

170. Wrestling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of wrestling are studied. This course is offered in eight-week sessions.

199. Special Topics in Physical Education **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology **four hours**

The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.

- 212. Physiology of Exercise** **three hours**
The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.
- 222. Foundations of Education Sport** **two hours**
Historical, physiological, psychological and sociological aspects of sport and physical activity are explored. PR: Physical Education 121.
- 223. Evaluation of Instruction in Sport** **three hours**
The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness. PR: Physical Education 222.
- 231. Early Psychomotor Activities** **two hours**
The analysis and application of the psychomotor skills and patterns characteristic of sport lead-up games and the dance are examined. PR: Physical Education 121.
- 232. Basic Aquatics** **two hours**
The knowledge and skills necessary to become proficient and safe in or on the water are introduced. PR: Physical Education 121. (Does not apply to Recreation Minor.)
- 233. Advanced Aquatics-Lifesaving** **two hours**
Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifesaving techniques. PR: Physical Education 211 or Consent of instructor. (Does not apply to Recreation Minor.)
- 234. Individual and Dual Sports** **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: badminton, tennis, racquetball, track, running, strength training, fishing and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)
- 235. Team Sports—Men's Regulations** **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: football, soccer, baseball, volleyball, speedball, and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)
- 236. Team Sports—Women's Regulations** **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, speedball, volleyball, softball, flag football, field hockey, soccer and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)
- 237. Gymnastics—Men's Regulations** **two hours**
Knowledge and skills specific to the men's gymnastic events of floor exercise, still rings, vaulting, pommel horse and parallel bars are introduced.
- 238. Gymnastics/Modern Dance—Women's Regulations** **two hours**
Knowledge and skills specific to the women's gymnastic events of floor exercise, vaulting, uneven bars and balance beam are introduced. Practical experience is presented in the area of axial, locomotor, and composition techniques of modern dance.
- 245. Gymnastics** **two hours**
Knowledge and skills specific to the competitive events of floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced.
- 313. Mechanical Analysis of Sport** **three hours**
Basic knowledge of the laws and principles of mechanics employed in physical activities and sport is examined. PR: Physical Education 211.
- 318. Sport Social Psychology** **three hours**
Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101, Physical Education 222.

- 324. Educational Sport** **three hours**
Philosophical, development and organizational factors essential for the modification of sport as an education medium are examined. PR: Physical Education 222 and 223.
- 325. Psychomotor Analysis Lab** **three hours**
Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 231 and 324.
- 326. Early Psychomotor Development** **two hours**
An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.
- 339. Teaching of Gymnastics** **three hours**
The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.
- 341. Adapted Physical Education** **three hours**
Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.
- 342. Field Experience in Adapted Physical Education** **two-four hours**
Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.
- 353. Field Experience in Sport Coaching** **two-four hours**
Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program. PR: Physical Education 351 and 352.
- 354. Sports Officiating** **two hours**
This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.
- 355. Scientific Foundations of Sport Coaching** **four hours**
The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.
- 356. Administration and Coaching of Sport** **three hours**
Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.
- 357. Medical-Legal Aspects of Sport Coaching** **two hours**
Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.
- 358. Techniques of Sport Coaching** **six hours**
Sport skill techniques in combination with the theoretical aspects of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.
- 365. Activities in Outdoor Education** **one-three hours**
Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

366. Field Experience in Outdoor Education**one-three hours**

Extended outdoor educational experiences including Appalachian Trail, river canoe-camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.

371. Principles of Athletic Training**three hours**

Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.

372. Field Experience in Athletic Training**two-four hours**

Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.

381. Water Safety Instructors**two hours**

The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.

382. Springboard Diving and Aquatic Games**two hours**

Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.

431. Methods and Materials in Teaching Physical Education**two hours**

This course is a study and discussion of methods and curriculum of teaching physical education. Materials and techniques appropriate for all grade levels are examined.

450. Advanced Sport**one hour**

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(Division of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology**two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy**two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have credit for Physics 202, Astronomy.

102. Chemistry**two hours**

The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.

103. Geology two hours

The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.

104. Physics two hours

A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.

105. History of Physical Science two hours

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure is investigated.

199. Special Topics in Physical Science one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. General Physical Science three hours

Two hours of lecture and one two-hour laboratory assignments. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. *For Elementary Education majors only.*

202. General Physical Science three hours

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. *For Elementary Education majors only.*

412. Science in the Elementary School two hours

This course is designed as a study of modern practices and techniques in the teaching of science. Students are to be guided in developing instructional units in such areas as the earth and its atmosphere, conservation, living things (plants and animals), energy changes (machines, light, sound, electricity, and magnetism) and outer space. PR: Biol. 101, 102 and 6-8 hours in the physical sciences. This course should be taken the semester prior to the I.P.P.

431. Methods and Materials in Teaching Science two hours

The course is designed for students preparing to teach science at the secondary school level. Students will investigate the nature of science and science teaching, develop instructional units, become familiar with science curriculum projects, and study the special instructional procedures related to science teaching. Offered only second semester of each year.

Physics

(Division of Science and Mathematics)

101. Introduction to Physics four hours

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 112 or 115.

102. Introduction to Physics four hours

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

199. Special Topics in Physics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics**two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy**three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics**four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifiers principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics**three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics**three hours**

A continuation of 320.

340. Special Problems**two hours**

Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102; Math 116.

350. Mathematical Methods of Physics**three hours**

This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics**three hours**

A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation. Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics**three hours**

A continuation of Physics 420.

Political Science

(Division of Social Science)

103. American Government**three hours**

A survey of the American political system dealing with the form and function of the American federal system.

199. Special Topics in Political Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

- 200. Introduction to Political Science** **three hours**
A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.
- 201. Principles of International Relations** **three hours**
A study designed to acquaint the student with the theory and practice of international relations.
- 203. Comparative Government** **three hours**
A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.
- 204. Introduction to Public Administration** **three hours**
An introductory study of the origins, structures, and processes of government administration.
- 205. State and Local Government** **three hours**
A study of the structure and function of American state and local governments.
- 206. Public Planning in Appalachia** **three hours**
A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.
- 207. Public Budgeting and Government Finance** **three hours**
A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.
- 209. Special Topics** **three hours**
A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.
- 240. Nonparametric Statistics** **three hours**
Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)
- 301. Comparative Public Administration** **three hours**
Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.
- 303. Political Parties** **three hours**
A study of the origins, growth, and development of the American political parties.
PR: 103.
- 304. American Constitutional Government and Law** **three hours**
A study of the development interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: 103.
- 305. American Political Theory** **three hours**
A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.
- 306. The American Presidency** **three hours**
This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.

308. Public Personnel Administration**three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory**three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

321. U.S. Foreign Policy**three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

350. International Law and Organization**three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East**three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. The Future of Man**three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

404. Civil Liberties in the U.S.**three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

405. Terrorism**three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Political Science or Criminal Justice.)

406. International Problems**three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government**three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies**three hours**

Studies of selected areas of regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum**three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.

470. Seminar in Political Science**three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology

(Division of Social Science)

General Program

- 101. Introduction to Psychology I** **three hours**
Topics include: Psychology as a science, statistics, learning, motivation, emotion, social, abnormal personality, and developmental psychology.
- 102. Introduction to Psychology II** **three hours**
Topics include: physiology, sensation, perception, social, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.
- 199. Special Topics in Psychology** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 210. Personal Adjustment** **three hours**
A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustments and the development of healthy individual adjustment modes. PR: Psychology 101.
- 220. History of Psychology** **three hours**
Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.
- 230. Social Psychology (Same as Sociology 230)** **three hours**
A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.
- 240. Statistics** **four hours**
Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.
- 250. Community Psychology** **three hours**
Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.
- 260. Industrial and Personnel Psychology** **three hours**
Psychological concepts and methods as applied to personnel management, human-factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.
- 300. Abnormal** **three hours**
A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101.
- 310. Experimental** **three hours**
An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 240.
- 320. Sensation and Perception** **three hours**
An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102.

- 330. Developmental** **three hours**
A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Home Economics 330. PR: Psychology 101.
- 340. Operant Techniques and Applications** **three hours**
A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, or consent of instructor.
- 350. Physiological** **three hours**
Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.
- 360. Human Learning** **three hours**
The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, or consent of instructor.
- 370. Theories of Learning** **three hours**
A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102.
- 390. Foundations of Psychology** **three hours**
A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101.
- 393. The Future of Man** **three hours**
A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.
- 400. Psychological Assessment** **three hours**
General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: Psychology 101 and 240 or consent of instructor.
- 410. Theories of Personality** **three hours**
Critical consideration of the major theories of personality, including Freudian, neo-Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102.
- 420. Comparative-Ethological Psychology** **three hours**
A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogentic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102 or consent of instructor.
- 460. Seminar** **three hours**
The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among

faculty each semester. Results from individual research projects are an object of this course. PR: Consent of instructor. May be repeated once.

480. Directed Studies **variable credit**
one, two, three hours

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

490. Directed Research **variable credit**
one, two, three hours

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

Industrial-Personnel Program

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 240, 260, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours**

489. Practicum II **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 330, or consent of instructor.

494. Interpersonal Dynamics **three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 100, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency**three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I**three hours****498. Clinical Practicum II****three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(Division of Health, Physical Education, Recreation, and Safety)

141. Introduction to Recreation**three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation**three hours**

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, campus, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation**three hours**

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership**three hours**

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization**three hours**

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance**two hours**

The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation**two hours**

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I**two hours**

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served. PR: Recreation 141, 144, and 145.

155. Recreation Field Work II**two hours**

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position. The course is a continuation of Recreation 154.

199. Special Topics in Recreation**one-twelve hours**

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration**three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration**three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(Division of Health, Physical Education, Recreation, and Safety)

101. First Aid**two hours**

Instruction is related to preparedness for emergencies and disasters prevalent in our society and will include treatment of injuries and other emergency conditions.

199. Special Topics in Safety**one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care**two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

203. General Safety Education**three hours**

The student will become acquainted with the purpose and need of safety education as an integral component of the overall education program. The teaching and planning of a safety program and the legal aspects involved are emphasized.

Social Science

(Division of Social Science)

150. Introduction to Appalachian Studies**three hours**

An interdisciplinary study of Appalachian culture, focusing on the values, attitudes, and problems of the region, as reflected in its history, geography and its political, economic and social institutions. (This course may be taken for general elective credit toward all degrees, but does not satisfy the General Studies requirement for any degree.)

199. Special Topics in Social Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials of Teaching Social Studies**two hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. (Included as part of the Initial Performance Practicum.) Spring semester only.

499. Interdisciplinary Seminar**three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: History 107, 108, 111, 112, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor. Fall semester only.

Sociology

(Division of Social Science)

110. Introductory Sociology**three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

199. Special Topics in Sociology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems**three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

210. Introduction to Contemporary Human Services**three hours**

This is a study of the human service field. The course will include historical and theoretical perspectives, target populations and services, workers and careers, and current issues and proposed solutions.

230. Social Psychology**three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics**three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

300. Human Behavior and Social Environment**three hours**

A study will be made of biological, cultural psychological, and social aspects of human behavior. This course will emphasize how these aspects are integrated, especially in the context of children and family systems.

301. Anthropology**three hours**

A study of human biological and social origins, including human pre-history, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110.

302. Intervention Skills in Human Service Practice**three hours**

An assessment will be made of client system needs as well as a systematic study of problems, intervention strategies, and outcome goals. Student awareness of the different sizes and types of client systems will be emphasized.

310. Sociology of the Family**three hours**

A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

325. Social Stratification**three hours**

The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

330. Urban Sociology**three hours**

A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.

340. Juvenile Delinquency**three hours**

A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

380. Afro-American History and Culture**three hours**

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

381. The Black Man in America**three hours**

An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)

400. Policy and Planning in Human Services**three hours**

This course involves a study of the policy making process, which includes problem analysis, program design, implementation, and feedback. The substantive issues concerning equality will be addressed throughout the semester.

410. Industrial Sociology**three hours**

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.

430. Community Organization**three hours**

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.

450. Minority Groups**three hours**

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

460. Methods of Social Research**three hours**

This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 200.

461. Advanced Methodology**three hours**

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

- 470. Sociological Theory** **three hours**
A study of the historical development of modern sociological thought. PR: Consent of instructor.
- 471. Advanced Sociological Theory: A Critical Review** **three hours**
An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.
- 485. Practicum** **six hours**
An examination will be made of the human service agency through an educationally directed, supervised field experience. PR: Consent.
- 490. Seminar: Sociological Literature** **three hours**
A course designed to use original sources and publications not primarily used as texts. PR: Soc 470 or consent of instructor.
- 491. Seminar: Sociological Literature** **one to three hours**
A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.
- 492. Seminar: Sociological Literature** **one to three hours**
A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.
- 497. Seminar: Special Problems in Sociology** **one to three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.
- 498. Seminar: Special Problems in Sociology** **one to three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.
- 499. Seminar: Special Problems in Sociology** **three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(Division of Language and Literature)

- 101. Elementary Spanish I** **three hours**
The students will practice the pronunciation of the Spanish language and will learn the basic grammar as they develop skills in reading, speaking, understanding and writing.
- 102. Elementary Spanish II** **three hours**
This course is a continuation of Spanish 101. PR: Spanish 101 or one year of high school Spanish.
- 199. Special Topics in Spanish** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 201. Intermediate Spanish I** **three hours**
The students will review Spanish grammar and will develop competence in the four basic skills with emphasis on rapid reading. PR: Spanish 101 and 102 or two years of high school Spanish.
- 202. Intermediate Spanish II** **three hours**
This class is a continuation of Spanish 201. PR: Spanish 201.
- 310. Spanish Civilization and Culture** **three hours**
The students will study the life, civilization, and culture of Spain through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

320. Latin American Civilization and Culture**three hours**

The students will study the life, civilization, and culture of Latin American through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

Speech Communication

(Division of Fine Arts)

100. Introduction to Speech Communication**three hours**

An introduction to the elements involved in human communication, dealing with theory and practice as they relate to intrapersonal, interpersonal, small and large group communication situations. Required for B.A. and B.S. degrees.

103. Listening Skills**one hour**

This course focuses on the foundation techniques—behavioral, attitudinal and cognitive—which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

105. Voice and Diction**three hours**

Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement**three hours**

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science**three hours**

An introduction to the scientific basis for speech and hearing.

153. Phonetics**three hours**

A study of the phonetic characteristics in normal and deviant speech production.

154. Anatomy of the Speech and Hearing Mechanism**three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system.

170. Broadcast Production Processes**three hours**

An introduction to the theory and practice of basic radio and television production operations; audio/video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Fall semester only.

171. Introduction to Broadcasting**two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.

173. Radio/Television Production**four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. This course is taught alternate semesters.

199. Special Topics in Speech Communication**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Non-Verbal Communication**two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester.

219. Language in Speech Communication**three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100 or consent.

221. Classroom Communication**three hours**

As an introduction to principles and practices of effective oral communication for the classroom teacher, all study and practice in this class is directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all B.A. in Education students.

233. Interpersonal and Small Group Communication**three hours**

A study of communication in a dyadic and a small group context with emphasis upon the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester.

241. Argumentation and Debate**three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester.

249. Intercollegiate Debate I-IV**one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing**three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring semester.

271. Broadcast Practicum**two hours**

Designed to provide laboratory experience in b/w and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum**two hours**

A continuation of 271.

303. Listening: Theory and Practice**three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught fall semesters.

337. Persuasive Communication**two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall Semester. PR: Speech Communication 100 or 221 or consent.

345. Oratory**one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in

development of persuasive manuscript speeches for competition. PR: 337 or consent. Spring Semester.

361. Speaking for Business and Professionals **three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. PR: Speech Communication 100 or consent.

369. Communication in Organizations **three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. PR: Speech Communication 100 or consent. Alternate spring semesters.

421. Extemporaneous Speaking **one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 337 or consent.

431. Methods and Materials in Teaching Speech

Communication and Theatre

two hours

Philosophy, methods, and materials of teaching speech communication and theatre and of directing the speech communication and theatre co-curricular and extra-curricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Spring semesters.

439. Public Speaking Practicum I-VIII

one-eight hours

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. maximum credit in any semester is one hour. PR: Speech Communication 337 and/or consent.

449. Intercollegiate Debate I-IV

one-four hours

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction

three hours

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

469. Seminar in Ethical and Legal

Issues of Communication

three hours

The course will investigate the thinking of ethical philosophers such as Socrates, Plato, Quintillian, Bacon, Mills, Toulmin, Burke, et al. to explore the issue of ethical communication. Topics such as lying and deception, communicator responsibility for message effects, persuasion, manipulation and propaganda will be discussed. The course will continue through a study of the legal issues of communication in the United States beginning with the First Amendment to the Constitution and considering topics such as protected and unprotected speech, censorship, regulation of time, place and manner of speaking, defamation and the regulation of the broadcast media.

491. Directed Study in Speech Communication

one-four hours

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of department chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(Division of Technology/Home Economics)

TEC 100. Technology and Society

two hours

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: None.

TEC 199. Special Topics

one-three hours

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 201. Production I

three hours

A study of the means by which man provides goods and services of economic value for his needs and wants. The emphasis will be on the development of basic skills in a variety of material areas. PR: None

TEC 202. Transportation I

three hours

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TEC 203. Manufacturing I

three hours

This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research & Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: WOD 100 Co-Requisite: DRF 100.

TEC 204. Construction

three hours

This course deals with an introduction to the inputs, processes, and outputs of the construction system. The methodology of this course will involve students with selected structural design and analysis, structural engineering, personnel relations, financial affairs, and structural production processes which are used by humans to construct building structures, non-building structures (bridges, tunnels, dams, etc.) and transportation structures/surfaces. This course is designed to provide teacher education majors with an overall view of the construction system that can be applied to middle school and high school classroom situations. The primary methodology in this course is structural model building and testing. PR: WOD 100, Co-requisite: DRF 100.

TEC 250. History of Technology

three hours

A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TEC 260. Crafts

two hours

The student is encouraged to explore, experiment, and create with a variety of materials and processes. PR: None.

TEC 290. Engineering Analysis I

four hours

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing, Math 102, and at least nine credits of technology courses.

TEC 299. Special Topics

one-three hours

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II **four hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290.

TEC 301. Communication **three hours**

This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: GCT 100.

TEC 302. Manufacturing II **three hours**

This course deals with the analysis of the inputs, processes, and outputs of the manufacturing system. The methodology of this class is to simulate the organization and operation of a manufacturing corporation. Students will elect a board of directors, a company president, and organize departments in research and development, industrial relations, finance, production, and marketing. The class will design and engineer a college level product, plan for mass-production of the product, finance the production of the product through common stock sales or other financial means, mass-produce the product, and market the product in the school or local community. PR: TEC 203 (Manufacturing majors are exempted from this prerequisite), DRF 100.

TEC 303. Transportation II **three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system—past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 202.

TEC 310. Man and Technology **three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TEC 320. Elementary School Technology **two hours**

The laboratory experiences derived from the technology of the home, community, and world analogous to the lower intermediate, and upper elementary grades. A variety of materials, tools, and processes are utilized as each student develops his own ideas. Emphasis is also placed upon the organization and administration of such a program. PR: None.

TEC 393. Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. PR: Junior standing.

TEC 399. Special Topics **one-three hours**

A study of special topics of educational, technical or industrial concern. PR: Consent.

TEC 400. Work Experience Seminar **four hours**

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology sophomore standing or consent.

TEC 401. Work Experience Laboratory **eight hours**

On the job work experience including employer evaluation.

TEC 410. Guided Design Seminar **one-four hours**

A seminar in design or research in selected areas of engineering or home economics. PR: Consent.

TEC 431. Methods and Materials for Teaching Industrial Arts **two hours**

A course in which the particular problems and techniques of teaching industrial arts are dealt with. Emphasis is given to the special methods of handling demonstrations, use

of special teaching aids and other related problems unique to industrial arts. PR: EDUC 303, TEC 301, TEC 302, TEC 303.

TEC 450. Multiple Activities

three hours

A lecture/laboratory course designed to aid the industrial arts teacher in the organization and administration of the laboratory and operationalize concepts inherent in teaching the multiple activities. PR: TEC 301, TEC 302, TEC 303.

TEC 499. Special Topics

one-three hours

A study of special topics of educational, technical, or industrial concern. PR: Consent.

ARC 200. Graphics

three hours

This course is an introduction to architectural presentation drawings. The course emphasizes rendering techniques and perspective drawing. PR: DRF 215.

ARC 210. Design I

four hours

Introduction to basic principles of architectural design. Areas to be explored include: design theory, methods and processes; presentation drawing techniques; fundamentals of model making; and the application of the above to actual design projects. PR: ARC 230, DRF 215.

ARC 230. Architectural History I

three hours

This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.

ARC 250. Design II

four hours

This course is a continuation of architectural design, with an introduction to architectural programming and continued exploration of design methods and principles. PR: ARC 210.

ARC 260. Architectural History II

three hours

This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARC 230.

ARC 310. Construction Details

four hours

This course is an exploration of the relationship between building design and the working drawings in the context of an architectural office setting. PR: ARC 410, CIV 220.

ARC 320. Site Planning

two hours

This course covers analyzing a site and optimizing the relationship of a building to its site, taking into account the buildings program and the natural environment. PR: CIV 200, ARC 250.

ARC 400. Design III

four hours

This course is an architectural design studio emphasizing design principles and design process. The course emphasizes the relationship of architectural design to the urban context. PR: ARC 250.

ARC 410. Design IV

four hours

This course is an architectural design studio concentrating on the design development process. The course emphasizes the interrelationship of design concepts and building technology. PR: ARC 400.

ARC 420. Urban Design

three hours

An introduction to urban site planning and the application of basic principles to an urban context. Areas of study will include problems of commercial redevelopment and housing. PR: ARC 250, ARC 260.

ARC 430. Mechanical and Electrical Systems

three hours

Introduction to the design of mechanical and electrical systems. PR: ARC 250.

ARC 450. Design V **four hours**

An advanced architectural design studio. Emphasis is placed upon design theory. Issues such as historical precedent, building technology, architecture's social impact and its meaning are explored. PR: ARC 410.

ARC 460. Design VI **four hours**

An independent architectural design studio. Each class member, under the direction of a faculty advisor, organizes and executes a project according to his or her own interests and objectives. PR: ARC 410 and permission of department.

CIV 200. Surveying I **four hours**

An emphasis on field work with theory of the measurement of linear distances, proper notekeeping, leveling procedures, measurement of horizontal and vertical angles, stadia, and elementary mapping. Also includes bearing, azimuths, and traverse calculations including rectangular coordinates. PR: DRF 100, Math 101.

CIV 210. Light Construction **four hours**

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. PR: None.

CIV 220. Construction Materials and Methods **three hours**

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIV 210, Math 102.

CIV 240. Surveying II **four hours**

A continuation of Surveying I including tape/transit surveys, mapping, area calculation, topographic mapping, construction staking and procedures as well as photograms. Also includes curve stakeout, cut and fill calculations and principles of land surveying PR: CIV 200, CS 101.

CIV 260. Fluid Mechanics and Hydraulics **three hours**

Introduction to basic hydraulic theory including hydrostatics, the flow of liquids in pipes and open channels using common design equations, and hydrologic theory and practice. PR: TEC 290, Phys 101, C.S. 101.

CIV 300. Highway Design and Transportation **three hours**

This course includes basic transportation theory as well as particular highway design aspects such as route survey, terrain, drainage, bridge design, pavement types, alignment grades and field-office work. PR: TEC 300, CIV 220, CIV 240.

CIV 310. Structural Analysis and Design I **three hours**

The analysis of concrete, steel and timber beams, columns, tension members, including riveted, high strength bolted and welded connections. Includes shear, moments, deflections in statically determinant and indeterminant structures. PR: MEC 200, TEC 300, C.S. 101.

CIV 320. Construction Planning, Estimating and Contracts **three hours**

Planning and estimating techniques of various types of construction projects including critical path, scheduling, inspection and various on-site considerations. Also includes contracts, bidding, and specifications as they affect the contractor and engineer. PR: CIV 220, C.S. 101, Econ 200.

CIV 350. Soils and Foundations Design **three hours**

Basic soil mechanics including stress and failure modes, hydrostatic forces; retaining wall and foundation design. PR: CIV 220, CIV 310.

CIV 430. Advanced Surveying Problems **three hours**

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Analysis and Design II**three hours**

A continuation of CIV 310 with more in-depth design of reinforced concrete and steel structures. PR: CIV 310.

CIV 460. Water and Wastewater Technology**three hours**

Theories and practices in water and wastewater treatment, natural water quality, and advanced hydraulics. PR: Chem 101, CIV 260, or instructor permission.

DRF 100. Engineering Graphics**three hours**

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multiview and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration**three hours**

An introduction to convey information as to the shape, size and function of an object. Areas include technical sketches and drawings, illustrations for parts catalogues as well as exploded view drawings. Content areas include: obliques, perspectives, isometrics, airbrush and shading techniques. PR: DRF 100, C.S. 101.

DRF 215. Architectural Drafting**four hours**

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100; Co-requisite: C.S. 101.

DRF 225. Descriptive Geometry**two hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 100, C.S. 101.

DRF 235. Technical Drafting**three hours**

This course covers advanced drafting/design techniques such as pen and ink, and computer graphics. Study will include industrial detail drawing, electrical/electronic drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRF 100, C.S. 101.

DRF 245. Architectural Design**two hours**

As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings. PR: DRF 215.

DRF 255. Tool Design**four hours**

This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRF 100, C.S. 101.

DRF 270. Computer Graphics**three hours**

This is an introductory computer aided drafting (CAD) course. Software routines such as Plot 50, DOS, and AutoCad will be covered. Hardware, including Tektronix and IBM/Houston Instrument Systems will be utilized. In addition to processors, the course will cover the use of digitizers, printers, and plotters. PR: DRF 100, C.S. 101.

ELE 100. Circuit Analysis I**three hours**

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101.

ELE 200. Shop Practices**three hours**

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course.

ELE 210. Circuit Analysis II**three hours**

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100; Co-Requisite: Math 102, C.S. 101. Note: Extra costs are associated with this course.

ELE 215. Basic Transistors**three hours**

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field-effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, ELE 200; Co-Requisite: C.S. 101.

ELE 220. Linear Electronics**three hours**

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics**three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 215.

ELE 240. Industrial Electronics**three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls**three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100, Math 102.

ELE 260. Communication Systems**three hours**

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers**three hours**

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 300. Advanced Linear Electronics**three hours**

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 240, ELE 260.

ELE 310. Advanced Microcomputers Systems**three hours**

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 260, ELE 270.

ELE 400. Senior Electronics Project**three hours**

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/ she can complete an individual project. PR: ELE 300, ELE 310.

ELE 410. Data Acquisition and Control Systems**four hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 300, ELE 310.

GCT 100. Graphic Communications Processes**three hours**

An introduction to the Graphic arts. The course deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio; planographic, porous, and electrostatic printing methods; continuous tone photography; and basic bindery operations. Experience is gained in each of these areas and in the various phases of production of these methods.

GCT 200. Image Assembly I**three hours**

A basic course in the makeup of copy. Emphasis is placed on composition and typography. Single and multicolor paste-up techniques, forms layout, cropping and scaling of photographs, and keylining will be investigated. Experience will be gained in introductory electronic composition and single and multicolor film assembly. PR: GCT 100.

GCT 210. Image Transfer Mechanisms I**three hours**

Image carriers such as relief plates, litho plates, gravure plates and photo silkscreen stencils are studied. Experience in the plate making, single and multicolor press operation and bindery operations will be gained. Pressrun problems and introductory press maintenance will be investigated. PR: GCT 200.

GCT 220. Estimating and Cost Analysis**three hours**

An examination of the operations involved in producing graphic materials for the purpose of determining both individual and overall costs will be undertaken. Effective use of press equipment, cost and price determination, and the financial structure of the printing concern will be studied. Both the Franklin catalog and the micro-computer applications will be investigated in regard to estimating. PR: GCT 210.

GCT 230. Layout and Design I**three hours**

Printed materials will be analyzed in terms of design, typestyle, and color. Knowledge of how to prepare art for reproduction and instruct the cameraman will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 240. Graphic Arts Photography**three hours**

A study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posterization, duping, clocking, and duo tones. Time is spent with both press proofing and non-press proofing, and in the area of photo fabrication. PR: GCT 210.

GCT 250. Graphic Communications Practicum**six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry or the college in-house printing facility. Students will gain experience in graphic arts photography, typesetting, platemaking, presswork, and bindery. Two-year and four-year Graphic Communications Technology only. PR: GCT 240.

GCT 260. Practicum Commercial/Graphics**six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program. PR: GCT 220, GCT 230 (Commercial/Graphics only)

GCT 270. Screen Printing Techniques**three credits**

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 300. Basic Photography**three hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics

covered include film and film processing, camera basics, camera formats, lens types, print portrait photography, and photographic ethics.

GCT 310. Advanced Photography **three hours**

A continuation of GCT 300, covering such areas as advanced black and white work large format camera work, and color photography. PR: GCT 300.

GCT 320. Image Assembly II **three hours**

A continuation of GCT 200. The student continues work in image and film assembly. The stripping of flat and process color will be investigated in greater depth. Students will gain experience in more advanced electronic composition and text processing including methods of editing, storage and retrieval. PR: GCT 200.

GCT 330. Layout and Design II **three hours**

A continuation of GCT 230. The student continues work on thumbnail, rough, and final layouts with emphasis on the production of comprehensive final layouts for presentation to the customer. PR: GCT 230.

GCT 340. Image Transfer Mechanisms II **three hours**

A continuation of GCT 210. Single and multicolor presswork is pursued on a more advanced basis. Large offset presses are studied. PR: GCT 210, C.S. 101.

GCT 410. Printing Techniques **three hours**

An opportunity to investigate an area not included in the regular listing of courses in the communications field. It is possible to do a further study of some area previously covered. PR: GCT 230, 240, 300.

GCT 420. Computer Applications to Graphic Communications **three hours**

Development of computer applications to the solutions of graphics production problems such as reduction of waste, inventory control, and cost analysis. Computer typesetting systems and their components are analyzed and their compatibility is investigated. Both commercial and student produced software will be used.

MFG 200. Welding **four hours**

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

MFG 210. Machine Shop **three hours**

Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill saw and other metal working machines with problem solving in layout and machine design. PR: CS 101.

MFG 215. Computer Numerical Machine Control/Robotics **three hours**

This course involves a study of basic (level I) computer numerical control mill and lathe programming, tool path simulation, and machine operation. This course also includes a study of robot topics. Included is a basic study of applications of robots, features of the manipulator and controller, robot programming, robot interfacing, end effectors, and sensors. Hands-on laboratory experiments are designed to reinforce a conceptual understanding of these topics.

MFG 220. Metallurgy **two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

MFG. 230. Advanced Welding **three hours**

This course is involved with pipe welding (electrode) G.M.A.W./M.I.G. (semi-automatic, cored and solid wire), and T.I.G. (tungsten-inert-gas). Methods of producing and fabricating to standard specifications. PR: MFG 200.

MFG 240. Manufacturing Processes **four hours**

An experience involving basic techniques in manufacturing and fabrication of metal products. The process includes conception of an idea to be placed in experimental and developmental stages and final completion and mass production. This includes the use of the lathe, milling machine, drill press, surface and tool grinder, friction band saw, and the use of precision measuring instruments for layout and design. Special emphasis will be placed upon production safety. PR: MFG 210.

- MFG 250. Personnel Problems and Labor Relations** **three hours**
A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: None.
- MFG 300. Engineering Economy** **three hours**
Techniques of engineering economy as related to cost, design, and selection of materials. PR: MFG 240, TEC 300.
- MFG 310. Plant Layout and Production Control** **two hours**
A study of the economical arrangement of stocks, machines, and layout of aisles for efficient handling of materials and production. PR: MFG 300.
- MFG 400. Time and Motion, Quality Control** **two hours**
Fundamentals of work simplification and motion economy using the techniques of motion and time study for the development of effective methods of production. PR: MFG 250; Co-requisite: MFG 310.
- MFG 420. Heavy Equipment Fabrication** **three hours**
Resistance, gas and electric arc welding and cutting, capabilities and limitations of lathe and milling operations; techniques of materials forming, fabrication and heat treatment. PR: MEC 200, MFG 300, MIN 330 or consent.
- MAT 100. Materials and Processes** **three hours**
Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.
- MEC 100. Statics** **three hours**
The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar forces systems using analytical and graphical methods, PR: Math 101, Co-requisite: C.S. 101.
- MEC 105. Engine Theory** **three-four hours**
A survey of engine design and characteristics. The operation and principle of internal combustion engines and nomenclature, location, and function of stationary and moving parts. PR: None.
- MEC 115. Power Transfer Theory** **three-four hours**
A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials, and other drive mechanisms, as well as direct transfer by air or other fluids. PR: None.
- MEC 125. Integrated Automotive Systems** **two hours**
Introduction into all systems of the automobile. The student will be able to identify components of cooling, intake, ignition, charging, starting systems, etc. PR: None.
- MEC 200. Strength of Materials** **four hours**
The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: MEC 100, Math 102, MAT 100.
- MEC 205. Carburetion and Ignition Theory** **three-four hours**
Methods and principles involved in the flow, metering, atomization, and delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. PR: None.
- MEC 210. Thermodynamics I** **three hours**
A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: Math 102; Co-Requisite: Phys 101, MEC 100.
- MEC 215. Hydraulic and Suspension Systems** **three-four hours**
The theory and practice of suspension and hydraulic systems used in modern vehicles. PR: None.

MEC 220. Fluid Mechanics**three hours**

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: Math 102, MEC 100, MEC 200, MEC 210, TEC 290.

MEC 225. Electrical Systems and Air Conditioning**three-four hours**

A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator, and air conditioning system. PR: ELE 100.

MEC 240. Machine Design I**three hours**

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, C.S. 101, TEC 290.

MEC 300. Thermodynamics II**three hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative; double integration; methods of curve fitting; series expansion; differential equations. PR: MEC 210; Co-Requisite: TEC 300.

MEC 320. Dynamics**three hours**

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse momentum. PR: MEC 240, TEC 300, PHY 102.

MEC 330. Heat Transfer I**three hours**

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, TEC 300, MEC 210, MEC 220.

MEC 340. Heating, Air Conditioning and Ventilation**three hours**

A study of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300.

MEC 400. Mechanical Measurements**three hours**

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 320.

MEC 410. Thermodynamics III**three hours**

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II**three hours**

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory**three hours**

A study of analog, digital and mixed engineering systems; similtude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC Senior standing or consent.

MIN 101. Mining Orientation and Computation**one hour**

Orientation designed to familiarize entering students with the following areas: the mining engineering technology curricula including courses, library use, grade point average and student organizations; career opportunities including the organization and management of coal companies, labor groups and regulatory agencies; basic computations and problem solving techniques including dimensional relationships and analysis. PR: Concurrent with Math 101.

MIN 200. Mining Methods, Safety and Laws**two hours**

Overview of coal mining industry from initial prospecting to applications and processing; concentrations include physical geologic principles and coalification, underground and surface methods of coal extraction; analysis of support functions including haulage, ventilation, electrical distribution and drainage; study of environment and legal consequences involving coal mining and use; pragmatic view of health and safety as they apply to coal production and use; reviews the role government regulatory bodies play in the coal mining industry. PR: MIN 101, GEOL. 101, C.S. 101.

MIN 210. Coal Analysis, Sampling and Preparation**three hours**

Study of coal petrography concentrating on organic and inorganic rock types; coal analysis and property tests, and their relationship to various coal uses: including sampling theory and practice and coal washability studies; principles of preparing and beneficiating various coals for different markets; preparation plant components and unit operations; introduction to environmental problems including refuse disposal; laboratory experience in sample preparation and testing with emphasis on ASTM standards. PR: MIN 200, CHEM 101.

MIN 220. Mine Mapping and Surveying**three hours**

Studies the use of surveying principles in underground and surface mining; may entail conducting underground traverses and leveling; reduction of field notes to mapable data; use of calculators, microprocessors and computers in data reduction and mapping; overviews general cartography as it applies to underground and surface mining; examines topographic and isopleth mapping as strategies needed in coal reserve analysis; introduction to coal exploration and the permitting process. PR: CIV 200, Math 102, MIN 200, C.S. 101.

MIN 240. Mine Ventilation and Drainage**two hours**

A study of the principles and purposes of coal mine ventilation and drainage control; including fundamentals common to both; review of the substances present in the mine atmosphere; detailed analyses of the practices and components used to accomplish ventilation and drainage functions with particular emphasis on federal and state ventilation safety requirements; introduction to basic ventilation and drainage layouts. PR: MIN 200, CIV 200, MEC 220, C.S. 101.

MIN 310. Coal Mine Environment and Ground Control**three hours**

Applications and principles of mining mechanics, geology, and chemistry to underground mine and surface mine ground control systems; and to the practices required to accomplish solid, liquid and gaseous refuse treatment, disposal and control, including mine water treatment, dust and gas control, coal and rock strata stresses and characteristics, subsidence, design of stope supports, land reclamation and revegetation, and state and federal regulations. PR: Chem 102, MIN 320, MEC 200.

MIN 320. Mine Layout**three hours**

Study of coal mine plant systems, application of principles of mine safety engineering, electricity distribution, drainage, haulage, ventilation, rock mechanics, and preparation to underground and surface plan layout and design. PR: MIN 210, MIN 240, TEC 290.

MIN 330. Mine Machinery and Maintenance**three hours**

Introduction of mine equipment system and design; equipment maintenance and failure theory, practice and economic consequences; lubrication systems theory and practice; hydraulic systems theory and practice; power transmission systems theory and

practice; electrical and electronics systems theory and practice; historical developments leading to today's mine equipment; future possibilities including robotics and remote controlled equipment. PR: ELE 250, MEC 220, MIN 240.

MIN 400. Coal Processes and Energy

three hours

Principles of chemistry, physics, thermodynamics and reaction kinetics applied to coal processing and conversion including carbonization; coal gasification and liquefaction. PR: MEC 210, MIN 310.

MIN 410. Advanced Mining Systems and Operations

three hours

Detailed comparison of current mining methods with respect to extraction, safety, environment consequences and economics; problematic applications with regard to haulage, electrical, drainage, ventilation, and personnel subsystems; analysis of the permitting and other regulatory processes; analysis of company organization and operations needed to meet corporate goals; effect of changes within other political energy and economic systems upon the mining industry. PR: MIN 310, MFG 300, MIN 330.

SAF 200. Safety Supervision

three hours

A study of safety management structures and personnel responsibilities within the corporation. Structure for implementation of practices related to the safety mission, management by objectives, and workmen's compensation are included. PR: None: CR: MFG 250.

SAF 201. Occupational Safety

three hours

A basic investigation into OSHA Standards pertaining to general and construction industry. Record keeping and OSHA inspections procedures are included. PR: None.

SAF 205. Fire Protection Organization

two hours

Dimensions of the fire problem, economic environmental, social, fire protection organization, management, communication, layout of facilities and methods of administration.

SAF 210. Disaster Preparedness and Emergency Systems

three hours

A study of the major elements of disaster and emergencies, including systematic and organized methods of preparedness planning for these events.

SAF 215. Fire Suppression

three hours

The examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures and the study of the various methods of stopping combustion of fires. Analysis of the properties of materials affecting fire behavior.

SAF 220. Environmental Hazard Control

three hours

A survey of hazard control assumptions pertinent to environmental safety and loss control. Including facilities, equipment and control features recommended by authorities in the fields of engineering, medicine, public health and safety. PR: SAF 201; CR: Chem 102.

SAF 225. Hydraulics and Water Supply

three hours

Design of water supply and distribution systems for fire protection. Laboratory experiences in operational and hydraulic problems.

SAF 230. Introduction to Industrial Hygiene

three hours

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 220; MATH 102, CHEM 102.

SAF 235. Fire Prevention and Inspection

three hours

A study of all types of industrial processes requiring special fire protection treatment such as heating equipment, flammable liquids, gases and dusts. Emphasis on fundamental theories involved, inspection methods, determination of relative hazards, application of codes and standards and economics of installed protection systems.

SAF 240. Safety Engineering Design

three hours

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 201, DRF 100, ELE 100.

SAF 245. Detection and Suppression System**three hours**

Study of heat, sensitivity, thermostats, fusible elements, fire detection systems, design and layouts, alarm systems, power sources, safeguards, municipal alarm systems, construction, installation and maintenance requirements. Automatic extinguishing systems design and layout of water, gas and power systems.

SAF 250. Safety Legislation and Compliance Operation**three hours**

Study of federal, state, and local legislation pertinent to today's Safety Movement. PR: SAF 201.

SAF 255. Fire Tactics and Strategy**three hours**

Organization of the fire attack team, the chain of command, manpower, equipment and water supply. Concepts of tactical operation, strategy, logistics and tactics.

SAF 300. Managing and Evaluating Safety Programs**three hours**

This course is an analysis of safety programs, it isolates components to be included or improved. Topics studied include safety audit, safety project improvement cycle, and safety management coordination. PR: SAF 200, SAF 240, SAF 250.

SAF 310. Human Factors in Accident Prevention**three hours**

Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control. PR: SAF 230.

SAF 320. Toxicology**three hours**

The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.

SAF 400. Industrial Hygiene Controls**three hours**

The object of this course is to investigate industrial hygiene control methods utilized for minimization of worker exposure to airborne contaminants and various chemical agents in industry. PR: SAF 230, TEC 290.

SAF 420. Industrial Hygiene Applications and Practices**three hours**

The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. PR: SAF 400.

SAF 430. Epidemiology and Statistics**three hours**

This course is designed to examine the control of bacterial, viral and mycotic diseases in public health. The legal requirements governing the data collected and the types of equipment and sampling procedures utilized are also examined. PR: SAF 320, SAF 400.

WOD 100. Wood Technology**three hours**

The theory, application and treatment of woods and hand and machine wood-working. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

WOD 205. Furniture Construction and Design**two hours**

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: WOD 100.

WOD 215. Wood Finishing**three hours**

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: WOD 100.

WOD 225. Cabinet Construction and Design**two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and

specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: WOD 205.

WOD 235. Advanced Woods

three hours

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects. PR: WOD 100.

Theatre

(Division of Fine Arts)

100. Theatre Appreciation

two hours

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements. Fall semester.

110. Introduction to Theatre

two hours

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Offered on demand.

114. Body Training and Stage Movement

two hours

Required of all theatre minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Alternate Spring semesters.

140. Theatrical Production

two hours

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage movement.

148. Theatre Workshop I-IV

one-four hours

Crew work is assigned to Masquers productions, studio theatre productions, and/or reader's theatre. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all B.A. Minors in Speech Communication and Theatre (Theatre Option) and A.B. in Education with teaching field in Oral communication (grades 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 432).

160. Technical Theatre Practicum: Costuming I

one hour

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I

one hour

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I

one hour

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

- 166. Technical Theatre Practicum: Scenic I** **one hour**
 Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.
- 168. Technical Theatre Practicum: Sound I** **one hour**
 Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.
- 199. Special Topics in Theatre** **one-twelve hours**
 Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 212. Theatrical Makeup** **one hour**
 Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.
- 220. Oral Interpretation** **two hours**
 An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. Spring semester. PR: Speech Communication 105 or Speech Communication 107 or consent.
- 228. Oral Interpretation Practicum I-IV** **one-four hours**
 Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.
- 230. Acting** **two hours**
 Introduction to the theory and practice of fundamental acting techniques for the stage. Fall semesters. PR: Theatre 220 or consent.
- 238. Acting Workshop I-IV** **one-eight hours**
 Public performance or the equivalent in Masquers or studio theatre dramatic productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)
- 244. Introduction to Theatrical Design** **three hours**
 An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Offered spring semester. PR: Consent.
- 260. Theatre History** **three hours**
 Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and practitioners of each era. Alternate spring semesters.
- 314. Advanced Theatrical Makeup** **one hour**
 Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. (Formerly Speech 301 Advanced Makeup.) PR: 212.
- 326. Advanced Oral Interpretation** **two hours**
 A study of the special problems of oral interpretation in the areas of prose, poetry, and dramatic literature. Alternate fall semesters. Not a substitute for Theatre 220. PR: Theatre 220 or consent.
- 330. Advanced Acting** **three hours**
 Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Alternate spring semesters.

336. Directing **two hours**

Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. Spring semester. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent.

344. Advanced Theatrical Design **three hours**

Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Alternate fall semesters.

348. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions and/or reader's theatre. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).

350. Children's Drama **three hours**

A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Taught on demand.

352. Children's Theatre Practicum **one hour**

Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.

354. Creative Drama Practicum **one hour**

Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.

356. Summer Theatre: Rehearsal and Performance **one-three hours**

Systematic rehearsal and public performance with the Masquers Town and Gown Players (community-college summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

358. Summer Theatre: Production and Management **one-three hours**

Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (community-college summer theatre). Experiences include set designing and construction, lighting costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

360. Technical Theatre Practicum: Costuming II **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

362. Technical Theatre Practicum: Lighting II **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

364. Technical Theatre Practicum: Properties II **one hour**

Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

366. Technical Theatre Practicum: Scenic II **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

368. Technical Theatre Practicum: Sound II **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design **three hours**

An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

392. Costume History and Design **three hours**

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the present day and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140, or consent. Taught on demand.

394. Lighting and Sound Design **three hours**

Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

424. Stage Dialects **one hour**

An introduction through theory and practice to the major stage dialects including French, British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105 or 107.

428. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and or consent.

432. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum **one hour**

Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance or production experience on at least one Masquers Major production to receive consent.

480. Theatre Business Management and Promotion **three hours**

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

484. Theatre Business Management Practicum **one-two hours**

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor. Taught on demand.

488. Promotion Practicum **one-two hours**

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester—one.

490. Directed Study in Theatre **one-four hours**

The student selects directed study in any area of theatre which is not treated in the drama course offerings. Course designed by student and selected faculty with approval of departmental chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Technology

(Division of Health Careers)

113. Introduction to Veterinary Technology

three hours

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. The parasites of the dog and the cat and the laboratory techniques for diagnosis of these parasites will be covered. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and the cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program. Fall Semester.

114. Breeds and Breeding

two hours

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

116. Clinical Procedures

five hours

The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR: VT 113, VT 114, and Biology 170. Spring Semester.

122. Treatment of Diseases

three hours

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR: VT 113, VT 114 and Biology 170. Spring Semester.

199. Special Topics in Veterinary Technology

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

210. Laboratory Animal Techniques

three hours

The taxonomy of animals is reviewed. The students will study the care, handling, and restraint of common laboratory animals. Different animals as human disease role models will be covered. An overview of government regulations of research animals and the management of research facilities is presented. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

212. Health Management of Farm Animals

three hours

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. The control of the parasites of farm animals will be covered. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

217. Clinical Laboratory Procedure

four hours

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VT 271. Fall Semester.

219. Seminar for Veterinary Technicians

two hours

This course is concurrent and interrelated with VT 272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare

a resume to complete the course requirements as well as an in-depth written scientific report. PR: VT 210, VT 212, VT 217, VT 222.

222. Diseases of Domestic Animals

four hours

The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxological diseases of domestic animals will be covered. Four hours lecture per week. PR: VT 271. Fall Semester.

271. Veterinary Preceptorship I

eight hours

The student spends eight hours a day, four days a week in a veterinary practice for both summer sessions. The student will have the opportunity to function as a member of veterinary practice. The student will be able to apply techniques learned in the classroom. PR: VT 116, VT 122, and Biology 215.

272. Veterinary Preceptorship II

twelve hours

The student spends eight hours a day, four days a week in a veterinary practice. The student is expected to function as a full member of a veterinary practice. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VT 210, VT 212, VT 217, VT 222.



Directory

West Virginia Board of Regents

Fairmont State College is a state-supported institution operated under the governance of the West Virginia Board of Regents. The board consists of nine members appointed by the governor and confirmed by the senate. There are also four ex-officio members. The chancellor is the chief executive officer of the board and the chief executive officer of the state system of higher education. The state superintendent of schools is an ex-officio non-voting member.

Louis J. Costanzo, President, Wheeling.....	1989
Mary Jude Yochum, Vice-President, Wheeling.....	1991
Charles F. Printz, Secretary, Shepherdstown.....	1991
Charles K. Connor, Jr., Beckley.....	1993
Thomas L. Craig, Huntington.....	1993
Kenneth M. Dunn, South Charleston.....	1989
Paul J. Gilmer, Charleston.....	1989
James R. McCartney, Morgantown.....	1993
William T. McLaughlin, II, Fairmont.....	1993
Chancellor of the Board of Regents	
Classified Employees Representative (ex-officio)	
Faculty Representative (ex-officio)	
Student Representative (ex-officio)	
Tom McNeel, State Superintendent of Schools, Charleston (ex-officio)	

Administration and Staff

PRESIDENT OF THE COLLEGE.....	Robert J. Dillman, Ph.D.
Assistant to the President.....	Lois M. Laughlin, M.A.
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Assistant to.....	Flora R. Petro, M.A.
ADMISSIONS, Director of and Assistant Registrar.....	John G. Conaway, Ed.D.
AFFIRMATIVE ACTION, Director of.....	Lois M. Laughlin, M.A.
ATHLETICS AND HPERS, Director of.....	Colin T. Cameron, M.A.
COMMUNITY COLLEGE, Dean of.....	Paul E. Edwards, Ph.D.
Clarksburg Center, Director of.....	Blair Montgomery, M.A.
COMPUTER CENTER, Director of.....	Edward S. Bock II, M.S.E.E.
Assistant Director of.....	George Tilkko, B.S.
FINANCE AND FACILITIES, Vice President for.....	Frederick W. Schaupp, Ed.D.
Assistant to.....	Al Rice, B.S.
FOOD SERVICE, Director of.....	Frank Pulice, Jr., B.A.
LEARNING RESOURCE CENTER, Director of.....	Charles G. Manly, M.A.
LIBRARY, Director of.....	Robert G. Masters, M.A.
PHYSICAL FACILITIES, Director of.....	Kenneth W. Dillon, B.S.
PUBLIC RELATIONS, Coordinator of.....	Rachel Merrifield, M.A.
REGISTRAR and Director of	
Management Information Systems.....	Billy G. Dunn, Ed.D.
SECURITY, Chief of.....	Benny Testa
STUDENT AFFAIRS, Vice President for.....	George E. Cannon, M.A.
Assistant to.....	Michele Casteel, M.A.
Counselors.....	William Dean Bailey, M.A.
	Michael Belmear, M.A.
	William F. Julian, M.S.
	William D. Shaffer, M.A.

<i>Supervisor of Women's Housing</i>	Ann Lester, B.A.
<i>Coordinator for the Handicapped</i>	William F. Julian, M.S.
STUDENT CENTER AND BOOKSTORE, <i>Director of</i>	Stanley Groves, M.A.
STUDENT HEALTH SERVICE, <i>Director of</i>	James R. Dollison, M.D.
TEACHER EDUCATION, <i>Dean of</i>	Harry J. Hadley, Ed.D.

Board of Advisors

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Anne Holbert	Faculty Representative
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Robert H. Thompson	

Academic Divisions

DIVISION OF COMMERCE, Robert B. Bowers, Ed.D.	
Business Administration	Computer Science
Office Administration/ Business Education	
DIVISION OF EDUCATION, Harry J. Hadley, Ed.D.	
Early/Middle	Special Education
Middle/Adolescent	
DIVISION OF FINE ARTS, Leta N. Carson, Ph.D.	
Art	Speech Communication
Music	Theatre
DIVISION OF HEALTH CAREERS, Paul E. Edwards, Ph.D.	
Allied Health Administration	Medical Record Technology
Emergency Medical Services	Nursing
Medical Laboratory Technology	Veterinary Technology
DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY, Colin T. Cameron, M.S.	
DIVISION OF LANGUAGE AND LITERATURE, Robert M. Grattan, Ph.D.	
English	Journalism
French	Library Science
German	Spanish
DIVISION OF SCIENCE AND MATHEMATICS, William D. Ruoff, Ph.D.	
Biology	Mathematics
Chemistry	Physical Science
Geology	Physics
DIVISION OF SOCIAL SCIENCE, Yu San Wang, Ph.D.	
Criminal Justice	Political Science
History	Psychology
Geography	Public Safety
Philosophy	Sociology
DIVISION OF TECHNOLOGY/HOME ECONOMICS, William E. Griscom, Ed.D.	
Engineering Technology	Technology Education (Industrial Arts)
Home Economics	

Faculty

- AMOS, RAYMOND E., JR., (1965), *Professor of Biology*; B.S., Fairmont State College; M.S., Ph.D., West Virginia University.
- ASHTON, JOHN H., (1970), *Associate Professor of Music*; B.F.A., M.F.A., Carnegie Mellon University.
- BACZA, GERALD L., (1981), *Professor of Technology*; B.S., California State College; M.A., Ed.D., West Virginia University.
- BAKER, RANDALL, (1986), *Instructor of Computer Science*; B.S., Fairmont State College; M.S., West Virginia University.
- BARONI, DEBRA ANN, (1986), *Assistant Professor of Architecture*; B.A./Art Hist., B.S./Arch. M. Arch, University of Michigan.
- BAUER, ROBERT, (1971), *Coordinator, Psychology*; *Professor of Psychology*; A.B., University of South Florida; Ph.D., University of Tennessee.
- BAXTER, HARRY N., III, (1985), *Assistant Professor of Chemistry*; B.S., Clarion University of Pennsylvania; Ph.D., Pennsylvania State University.
- BEGLEY, RICHARD D., (1/1984), *Assistant Professor of Technology*; B.S., West Virginia Institute of Technology; M.S., West Virginia University.
- BENNETT, Gary K., (1980), *Assistant Professor of Commerce*; B.S., Fairmont State College; M.B.A., West Virginia University.
- BOCK, EDWARD E., II, (1968), *Director, Computer Center, Assistant Professor of Commerce*; B.S.E.E., M.S.E.E., West Virginia University.
- BOHNKE, DAVID R., (1974), *Professor of Physical Education*; B.S., Slippery Rock State College; M.A., University of Iowa; Ph.D., Ohio State University.
- BOLYARD, GARY, (1984), *Assistant Professor of Technology*; B.A., Fairmont State College; M.A., West Virginia University.
- BOWERS, ROBERT L., (1981), *Chairman and Professor of Commerce*; B.M.E., Virginia Commonwealth University; M.A., Ed.D., University of Kentucky.
- BOYLE, DIANA L., (1977), *Assistant Professor of Nursing*; B.S.N., M.S.N., West Virginia University.
- BROOKS, JAMES D., (1964), *Professor of Art*; B.F.A., M.F.A., University of Iowa.
- BROWN, WILLIAM N., (1976), *Professor of Biology*; B.S., M.S., Birmingham-Southern College; Ph.D., University of Georgia.
- BUNDY, JOSEPH, (1966), *Professor of Physical Education, Health, & Recreation*; B.S., Fairmont State College; M.S., Ed.D., West Virginia University.
- BURKE, LAURALYN, (1987), *Instructor of Medical Record Technology*; B.S., York College of Pennsylvania.
- BURNS, JOAN A., (1985), *Coordinator and Assistant Professor of Medical Laboratory Technology*; B.S., M.S., West Virginia University.
- BURNS, RUTH A., (1965), *Assistant Professor of Commerce*; A.B., Fairmont State College; M.A., West Virginia University.
- BYERS, GEORGE F., (1971), *Professor of English*; A.A., Vincennes University; A.B., M.A., Ph.D., Indiana University.
- BYERS, JUDY P., (1982), *Associate Professor of English*; B.A., Fairmont State College; M.A., Ed.D., West Virginia University.
- CAMERON, COLIN T., (1977), *Director of Athletics and Division of Health, Physical Education, Recreation and Safety*; *Associate Professor of Physical Education*; B.S., Springfield College; M.S., Michigan State University.
- CAMERON, ROBERT B., (1972), *Professor of Psychology*; B.S., Lewis and Clark College; M.S., Ph.D., University of Kentucky.
- CAMPBELL, ROBERT, (1984), *Instructor of Technology*; B.S., M.S., University of North Dakota.
- CANNON, GEORGE E., (1962), *Vice President for Student Affairs*; *Associate Professor of Psychology*; A.B., Fairmont State College; M.A., West Virginia University.
- CARPENTER, WILLIAM D., (1979), *Coordinator and Professor of Veterinary Technology*; B.S., Wildl. Mgmt.; B.S., Zoology, D.V.M., Colorado State University.
- CARSON, LETA N., (1978), *Chairwoman of Fine Arts and Professor of Music*; B.M., B.M.E., M.M., Texas Christian University; Ph.D., Michigan State University.

- CATHER, H. DOTSON, (1976), *Associate Professor of Technology*; B.S.M.E., M.S.M.E., West Virginia University.
- CHURCH, SAMUEL M., (1970), *Professor of Psychology*; A.B., M.S., Ph.D., West Virginia University.
- CLOVIS, JOHN C., II, (1970), *Professor of Art*; B.S., M.A., M.F.A., West Virginia University.
- COFFINDAFFER, DOROTHY B., (1977), *Assistant Professor of Commerce*; B.S., Campbellsville College; M.A., Marshall University.
- COLEBANK, CARL A., (1976), *Professor of Education*; B.S., M.S., Ed.D., West Virginia University.
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REQUEST FOR MATERIALS

**Admissions Office
Fairmont State College
Fairmont, WV 26554**

Name _____ Soc. Sec. No. _____
First Middle Last

Address _____
Street/ P.O. Box No. City

State Zip Telephone No.

High School/ College Name _____ Address _____

Year & semester you wish to enter FSC _____

I will be entering as a New Student ☐ Transfer Student ☐
 Returning Student ☐ Non-Degree Student ☐

Field of interest or study _____

Please send information
concerning Admissions ☐ Housing ☐
 Financial Aid ☐ Other _____

(Mail to the above address)

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Please send information concerning Admissions ☐ Housing ☐
 Financial Aid ☐ Other _____

(Mail to the above address)

Correspondence Directory

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678

Correspondence should be addressed as
indicated below:

Admissions

For admissions, catalog
requests, academic credit,
and fee information. Registrar and Director of Admissions

Administrative and General

College Policy. President

Curricula, Faculty,
Summer Sessions. Vice President for Academic Affairs

College Fees. Vice President for Finance and Facilities

Community College and
Continuing Education. Dean of the Community College

Coordinator for Handicapped. Student Affairs

Guidance and Counseling. Student Affairs

Housing. Student Affairs

Publicity, Alumni Activities. Coordinator of Public Relations

Scholarships, Loan Information, and
Student Employment. Student Affairs

Section 504
and Title IX Coordinator. Assistant to the President

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be arranged for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.



FAIRMONT
STATE COLLEGE

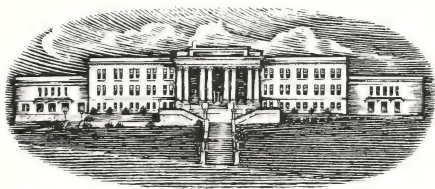
FAIRMONT, WEST VIRGINIA 26554 304/367/4000



FAIRMONT

STATE COLLEGE

CATALOG 1990-1992



**Fairmont
State College Catalog**

**Volume 107
Number 1
1990-1992**

Catalog Policy

It is the responsibility of students to be familiar with official college policies and to meet all requirements in the Catalog. The Catalog should be studied and retained. It provides the best possible current information on practices and intentions of the College. While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar. Each student should keep informed of current degree, curriculum, and course requirements. The academic advisers and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

Policy on Equal Opportunity

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant to the President, who is the Section 504 and Title IX Coordinator, Room 224 Administration Building; telephone 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisers and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Student Affairs Office in writing.

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1990-1992 Academic Calendar

1990

First Summer Term

May 29, Tuesday
 May 30, Wednesday
 June 1, Friday
 June 29, Friday

Registration Day May 28, Tuesday
 Classes Begin May 29, Wednesday
 Applications for Summer Graduation Due May 31, Friday
 First Summer Session Ends June 28, Friday

1990

Second Summer Term

July 2, Monday
 July 3, Tuesday
 July 4, Wednesday
 August 3, Friday

Registration Day July 1, Monday
 Classes Begin July 2, Tuesday
 Classes Not in Session July 4, Thursday
 Second Summer Session Ends August 2, Friday

1990

Fall Semester

August 19, Sunday
 August 20-21, Monday-Tuesday
 August 20, Monday
 August 21, Tuesday
 August 22, Wednesday
 September 3, Monday
 October 12, Friday
 October 12, Friday
 November 19-23, Monday-Friday
 November 26, Monday
 December 13-19, Thur.-Wed.

Dormitories Open August 18, Sunday
 Orientation August 19-20, Monday-Tuesday
 Evening Registration August 19, Monday
 Registration Day August 20, Tuesday
 Classes Begin August 21, Wednesday
 Labor Day, No Classes September 2, Monday
 Mid Semester October 11, Friday
 Applications for December Graduation Due October 11, Friday
 Thanksgiving Recess November 25-29, Monday-Friday
 Classes Resume, 8 A.M. December 2, Monday
 Final Exams December 12-18, Thursday-Wednesday

1991

Spring Semester

January 10, Thursday
 January 10, Thursday
 January 11, Friday
 January 14, Monday
 January 21, Monday
 March 8, Friday
 March 8, Friday
 March 11-15, Monday-Friday...
 March 18, Monday
 March 29, Friday
 May 6-10, Monday-Friday
 May 11, Saturday

Dormitories Open January 9, Thursday
 Evening Registration January 9, Thursday
 Registration Day January 10, Friday
 Classes Begin January 13, Monday
 Martin Luther King Day, No Classes January 20, Monday
 Mid Semester March 6, Friday
 Applications for May Graduation Due March 6, Friday
 Spring Break, No Classes March 9-13, Monday-Friday
 Classes Resume, 8 A.M. March 16, Monday
 Good Friday, No Classes April 17, Friday
 Final Exams May 4-8, Monday-Friday
 Commencement May 9, Saturday

1991

First Summer Term

1991

Second Summer Term

1991

Fall Semester

1992

Spring Semester

Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges — largest in numbers of total full-time enrollment and largest in number of annual graduates. Headcount enrollment has increased by 67 percent in the last 15 years. One-third of the College's student body is nontraditional-students 25 years of age or older who have never attended college before or who have returned for additional courses after years of career experience.

The renovation and revitalization of Colebank Hall symbolizes the needs of a growing college, as well as the utilization of a historic facility. The modern computer center, which is located on the first floor of Colebank, has placed the College in the forefront of communications technology. Recent construction projects include renovation of the main floor of the Administration Building, some areas in Jaynes Hall, and the dormitories.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 80-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 24,000, is the county seat of Marion County, center of the coal industry of northern West Virginia and operating headquarters of large coal, utility and manufacturing concerns.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the West Virginia Board of Directors, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants one-year certificates and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law, pharmacy and architecture.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations — the North Central Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the West Virginia Board of Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community and Junior Colleges.



The Mission Statement of Fairmont State College

Fairmont State College, the largest of the state's four-year colleges, serves the counties of north central West Virginia. The college grants bachelor of arts, science, and education degrees, along with two-year associate degrees and one-year certificates.

Fairmont State College seeks to stimulate the cultural, intellectual, and economic development of north central West Virginia. The college is well aware, as the Carnegie Commission pointed out in 1985, that "knowledge must now be ranked, along with land, labor and capital, as a basic factor of production." Fairmont State College must offer strong regional leadership in identifying problems, planning solutions, and fostering regional progress. Its principal mission is to develop a creative, vigorous, optimistic attitude, combined with strong intellectual development, among the young people of the college's service area. Fairmont State College believes that only a knowledgeable citizenry can build, or fully benefit from, productive lives.

To fulfill its mission, the college concentrates its energies and resources on its students. Most of them are middle-class or working-class, often the first generation of their families to attend college. An increasing number are non-traditional students, adults returning to college or entering advanced education for the first time. Many are themselves parents. They rely on the college's wide range of programs and flexible schedules, without which their talents might remain undeveloped and be lost to the community. Generally, Fairmont State College's students lack the resources, and perhaps the inclination, to attend larger, less student-oriented schools. An aspect of Fairmont State College's mission, therefore, should be improved rates of retention and graduation so that those who are admitted may receive, whenever possible, the education they need for success in the modern world.

Since 1865 Fairmont State College has maintained an outstanding teacher education program. State educational objectives have changed over the years, and Fairmont State has led the way in effecting those changes. The college realizes that West Virginia can develop only through quality public schools. Clearly, the quality of our teachers is crucial for the progress of our region, both in economic competitiveness and in the quality of life for the citizenry. Excellent schools are the indispensable source of a new reputation for West Virginia, as having the cultural circumstances to attract and reward business investment. Teacher education is Fairmont State College's outstanding and most important strength. It is properly at the center of our institutional mission.

For a half century, Fairmont State has additionally served as a multi-purpose institution, granting bachelor's degrees in the arts and sciences, in business administration, and in engineering technology. Specialized career-oriented programs have been added, such as nursing and criminal justice. Some of these newer programs, especially business and technology, have attracted very large student enrollments.

However, Fairmont State College continues a strong endorsement of intellectual development and intellectual values. Knowing that the world requires more than technical and commercial abilities, Fairmont State College also calls on the humanities, the natural sciences, and the social sciences to inculcate the analytical and creative abilities, along with the cultural insights, that make well-rounded, civilized men and women. Students with special interests and abilities often begin their higher education at Fairmont State College and then continue to attend graduate or professional schools.

Responding to the call for career-technical training in its twelve-county region, Fairmont State, in 1974, incorporated in its mission a community college component. The community college awards associate degrees and certificates in business, social sciences, health careers, and engineering technology. Here the method of instruction can be as varied as the subject matter, for the community college uses unique media such as television satellites to teach in the home, at vocational centers, high schools, and correctional institutions. Developmental courses, continuing education classes, and community programs for business and industry have also become part of the services

provided through the community college. Community college courses frequently lead our students into associate and bachelor programs, and from there to numerous career opportunities.

All four-year degree students undertake an important body of non-specialized course work called the general studies program. The general studies program supports both the baccalaureate and associate programs by providing students with a core of courses to help them think, research, speak, and write clearly and effectively. At the same time, students learn about the interrelationships among the various disciplines. By incorporating general studies in every program, the college prepares its students for a lifetime of continued learning. College students must become inquisitive, articulate, responsible, and adaptable to a rapidly changing world.

The heart of Fairmont State College continues to be its people, those who conduct the academic, social, and administrative affairs of the school. Our faculty are knowledgeable and dedicated, committed to teaching and advising. They genuinely care that students learn. To assist them, the college supports a faculty development program, which helps the faculty keep current in their disciplines by providing opportunities for research, sabbaticals, conferences, workshops, and travel. Students, however, have more than academic needs. For that reason, Fairmont State provides a wholesome and stimulating campus environment in which they can develop. Freshman orientation, career guidance, professional advising, personal counseling, and college-sponsored activities enable our students to clarify personal goals.

Ours is a college identified with its community. Business, industrial, and government agencies turn to the college for technical assistance; local residents work with the students and faculty on cultural activities and performances; public schools and businesses cooperate with the college on projects of special interest. In turn, the college provides the educational programs that ensure the growth of the community.



Admission

General Admission Procedure

All students desiring admission to Fairmont State College, whether directly from high school or as transfer students from another college or university or from other classification, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

All credentials submitted in support of an application for admission becomes the property of the College and will not be returned to the student. The prospective student is responsible for submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. *Any student admitted without complete credentials will not be permitted to pre-register or register for the next term if the credential file is not completed during the initial enrollment period.*

Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local address of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete, including the address of a student's landlord.

Admission Requirements

The application for admission must specify the degree or program objective—four-year bachelor's degree; two-year associate degree; or one-year certificate program. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont State Community College Component for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the West Virginia Board of Directors who were born after January 1, 1957, except those exempted by the Board policy statement, shall be required to provide proof of immunity to measles and rubella. To facilitate the implementation of this policy, students shall be requested to provide proof of immunity on or before the date of enrollment. Students shall have proof of immunity by the following semester or they will not be permitted to enroll in classes.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs (1990-91 academic year)

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.0 or "C" high school grade average or at least a composite score of 17 on the Enhanced American College Test (ACT)* or 680 on the Scholastic Aptitude Test (SAT) and satisfy the minimum high school unit requirements.

Students in associate degree or certificate programs who have a 2.0 or "C" high school average or at least a composite score of 17 on the Enhanced American College Test (ACT)* or 680 on the Scholastic Aptitude Test (SAT) and satisfy the minimum high school unit requirements may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who do not meet the minimum requirements for admission to bachelor degree programs may qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies, with a 2.0 grade point average. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. This application for transfer to the bachelor degree program must be submitted to and approved by the Admissions Office.

In addition to the GPA and ACT or SAT requirements, students who graduate from high school in 1990 or thereafter must successfully complete the following minimum high school unit requirements prior to admission to bachelor degree programs:

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Mathematics (Algebra I and higher)
2	Laboratory Science (from Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)
	Strongly Recommended Units
2	Foreign Language
	Elective Units
Remaining Units	It is recommended that the remaining elective units be chosen from such subjects as computer science, fine arts, humanities, and typing

Students in associate degree or certificate programs who have not completed the minimum high school unit requirements listed above, but are otherwise qualified for admission to bachelor degree programs, may transfer to a four-year program upon fulfilling the minimum high school unit requirements by successfully completing approved college equivalencies. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. The letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

Bachelor Degree Programs (effective fall semester 1991-92)

At the beginning of the 1991-92 Academic year, admission to four-year bachelor degree programs will be restricted to graduates of approved high schools who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 730 on the Scholastic Aptitude Test (SAT) and satisfy the following minimum high school unit requirements:

*14 on ACT taken prior to October 1989 test date.

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Mathematics (Algebra I and higher)
2	Laboratory Science (from Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)
	Strongly Recommended Units
2	Foreign Language
	Elective Units
Remaining Units	It is recommended that the remaining elective units be chosen from such subjects as computer science, fine arts, humanities, and typing

Students in associate degree or certificate programs who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 730 on the Scholastic Aptitude Test (SAT) and have completed the minimum high school unit requirements listed above may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who have not completed the minimum high school unit requirements listed above, but are otherwise qualified for admission to bachelor degree programs, may transfer to a four-year program upon fulfilling the minimum high school unit requirements by successfully completing approved college equivalencies. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. The letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

Students in associate degree or certificate programs who do not meet the requirements of a high school grade point average of 2.25 or the Enhanced American College Test (ACT) composite score of 19 (or 730 on the Scholastic Aptitude Test (SAT) may qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies, with a 2.0 college grade point average. Any deficiency in the minimum high school unit requirements listed above must be removed before applying for transfer. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. If applicable, the letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and at that point meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of their junior year in high school or during their senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition they must meet the following criteria:

1. Have completed the junior year of the curriculum of their high school.
2. Have a B-plus, or better, average in high school subjects.
3. Have the recommendation of the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. GED results must be sent directly to the Director of Admissions from the testing center. GED students who desire admission to a bachelor's degree program must meet the 1990 minimum high school unit requirements.

International Students

In order to be admitted to Fairmont State College, a student must:

- a) complete the equivalent of an American high school;
- b) achieve a minimum TOEFL (Test of English as a Foreign Language) score of 500;
- c) submit admission application forms, credentials, TOEFL scores, health certificate, and proof of financial support, at least three months before the semester begins.

The application deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission application forms and credentials include:

- a) application for admission form;
- b) housing and financial aid request form, if applicable;
- c) officially certified English translation of high school transcript;
- d) official college transcript, if applicable;
- e) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if available;
- f) health certificate;
- g) proof of financial support;
- h) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year.

If the ACT or SAT scores are not supplied, the ACT test must be taken upon arrival on campus. Applications will not be considered complete without TOEFL scores.

ESL (English as a Second Language) courses are available for international students with limited English proficiency. The program focuses on developing skills in written and spoken English. Courses offered include *Reading*, *Writing*, *Grammar* and *Speaking/Listening Comprehension*. The ESL Program also assists students in preparation for the TOEFL (Test of English as a Foreign Language).

Developmental Skills courses may be taken in conjunction with ESL classes. Graduation credit is not awarded for ESL or DS classes. A minimum score of 500 on TOEFL is required for admission into regular college courses.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, and ordinarily must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the West Virginia Board of Directors shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours or transferring from a community college must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide undergraduate application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. High school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. College transcripts for transfer students
5. ACT or SAT scores
6. GED scores where applicable
7. A brief résumé of educational and work experience if the student has been out of high school for more than a year.

Special student admission requires only the special student application form.

Admission Policy for Limited Enrollment Programs (Division of Science and Mathematics/Health Careers)

Applications for admission to Nursing are accepted through December for the following school year; applications for admission to the Medical Laboratory Technology, Medical Record Technology, and Veterinary Technology programs are accepted through January for the following school year; applications received after that date will be considered only on a "space available basis." The application, high school transcript or

GED scores, college transcript (if applicable) and other pertinent information should be on file by the deadline to assure complete consideration.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with the GED must still show adequate academic background and ACT or SAT scores.

Students who have not had a high school chemistry class are required to take a basic introductory class in college chemistry. This is not required for the MRT or V.T. program.

Check with the coordinators of the programs for other specific requirements.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST). While students are permitted to take courses as freshmen, formal admission to teacher education is not normally initiated until the sophomore year. Consequently, freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, e.g., Ed. 200. Students should plan to take complete test battery in their sophomore year or when enrolled in the second education class, Ed. 250. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next course in the sequence, Ed. 303, until such time as they achieve acceptable scores and are eligible for admission to teacher education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Students who have questions or need additional details should contact the Office of Teacher Education.

Continuing Education Units

Various activities of the community interest nature are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

The American College Test

Fairmont State College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but *students pursuing a degree in teacher education are required to have a physical examination by their personal physician*. Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the Division of Education/Health, Physical Education, and Safety.

All Health Careers students must have a physical examination prior to entering any Health Careers program; forms should be submitted to Student Affairs. All Child Care students must have a physical examination prior to entering the program; forms should be submitted to the Home Economics Department.

Preregistration

All freshmen and transfer students, upon receipt of complete application and admission, may preregister during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours. No more than 64 semester hours may be accepted from junior or community colleges which are not regionally accredited.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they obtain written permission from their adviser and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may

in the same semester be considered as enrolled in the class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend class as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the division head or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of \$3.00 for each special examination if regularly enrolled at the time of taking the examination; otherwise, the fee is \$2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Student Affairs.

Articulation Policy

Articulation between Fairmont State College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work.

Students should contact the Office of the Community College or their vocational-technical center for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English—Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than B and a standard score of 25 or higher on the English section of the Enhanced ACT or 470 on the English part of the SAT.

Foreign Language—Students who present one or more units of high school French or Spanish may enroll in French 102 or Spanish 102. Students who present two or more units of high school French or Spanish may enroll in French 201 or Spanish 201.

French or Spanish minor and French major—Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, or Spanish 101 and 102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a higher numbered courses from the sequence 116, 315, 316.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Evening Classes

Evening classes are operated for the benefit of all students. These classes are considered as work done in residence.

Television Courses

When possible, courses by television are offered, frequently for degree or certificate credit. Such courses usually require some main campus attendance as prescribed by the instructor.

Off-Campus Classes

Upon request, and when it is possible to provide suitable staff, Fairmont State College will offer off-campus courses to interested groups in the region of the State it serves. Ordinarily, an enrollment of ten or more persons is necessary before any off-campus courses may be offered. For additional information, see the Community College section of this catalog.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the Fine Arts Division office. College credit is not awarded for these courses.

Reduced Tuition Out-of-State Academic Programs Available To West Virginia Residents

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the West Virginia Board of Directors.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the non-resident fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of minors shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or State income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service,

entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the State.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Directors in accord with such procedures as may be prescribed from time to time by the Board.

Payment of Tuition and Fees

The regulations of the West Virginia Board of Directors provides that: “No financial credit of any type shall be extended to any individual, either student or other, at any State college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment day for each semester.”

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of \$15 will be assessed after registration day; a \$10 charge will be assessed on each check returned for “insufficient funds” unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Students records will not be released by the Registrar’s Office for any student who has a delinquent financial obligation to the College.

Enrollment Fees Per Semester

On Campus

	W. Va. Resident	Non- Resident
12 hours (or more, full-time students)	\$680.00	\$1,665.00
11 hours	630.00	1,532.00

10 hours	585.00	1,405.00
9 hours	540.00	1,278.00
8 hours	495.00	1,151.00
7 hours	450.00	1,024.00
6 hours	294.00	786.00
5 hours	249.00	659.00
4 hours	204.00	532.00
3 hours	159.00	405.00
2 hours	114.00	278.00
1 hour	69.00	151.00

All freshmen must pay a \$15.00 Freshman Orientation Fee-August term only. All new students—freshmen or transfers—must pay a \$4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for seven hours or more.

Fee Identification

	W. Va. Resident	Non- Resident
Tuition	\$125.00	\$400.00
Faculty Improvement Fee	30.00	85.00
Special Registration Fee	50.00	250.00
Higher Ed. Resources Fund	310.00	735.00
Athletics Fee	48.00	48.00
Student Union Fee	26.00	26.00
Student Activity Fee*	61.00	61.00
Total	680.00	1,665.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W. Va. Resident	Non- Resident
12 hours (or more full-time students)	\$545.00	\$1,530.00
11 hours	495.00	1,397.00
10 hours	450.00	1,270.00
9 hours	405.00	1,143.00
8 hours	360.00	1,016.00
7 hours	315.00	889.00
6 hours	270.00	762.00
5 hours	225.00	635.00
4 hours	180.00	508.00
3 hours	135.00	381.00
2 hours	90.00	254.00
1 hour	45.00	127.00

Cost of Each Summer Session

	W. Va. Resident	Non- Resident
12 hours or more	\$594.00	\$1,579.00
11 hours	544.00	1,446.00

10 hours	499.00	1,319.00
9 hours	454.00	1,192.00
8 hours	409.00	1,065.00
7 hours	364.00	938.00
6 hours	306.00	798.00
5 hours	261.00	671.00
4 hours	216.00	544.00
3 hours	171.00	417.00
2 hours	126.00	290.00
1 hour	81.00	163.00

Special Fees

Late Registration Fee: (One to five days)	\$15.00
Graduation Fee (Inc. cap and gown)	20.00
Freshman Orientation Fee	15.00
Transcript Fee (First Transcript is furnished free)	3.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Freshman Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. *Classes may not be added or changed at this time.*

Summer registration — Students will be permitted to preregister and pay in advance or to register and pay fees on registration day. *Classes may be dropped but not added or changed at this time.*

Semester

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

A Summer Term

Registration Day through the first three days of classes	90%
Fourth through sixth day of classes	70%
Seventh through ninth day of classes	50%
Beginning with tenth day of classes	No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, Prichard, and Pence Halls	\$570.00 plus tax
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Food Service:

All residents of Morrow, Prichard, and Pence
Halls are required to purchase a meal ticket
for use in the College Dining Hall\$740.00

Board (20 meal plan) one-half semester—
Off-campus Residents Only\$370.00

Summer School Room and Food Service (1981):

*Food Service for five weeks\$175.00

*Room double occupancy for
five weeks\$140.00

*Room single occupancy for
five weeks\$150.00

*Food service available contingent upon number of residents.

Breakage Fee:

This fee, less charge for any damage,
is returned at the end of occupancy
period\$50.00

Key Deposit:

This is returned when the student vacates the residence
hall room and returns the key to the Residence Director\$2.00

Social Fee:

The fee is to be paid when a student moves into a residence
hall. It covers the cost of the local newspaper, TV Guide,
television cable, Christmas party, and various other expenses of the
hall\$5.00

All rates are subject to change without notice.

Payment of Room and Board

Regular term payment of room and board plus tax and fifty dollar breakage fee must be paid on or before registration day. Summer term payment of room and board plus tax and a breakage fee for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay an \$80.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of \$80.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten percent of available living space in any campus residence hall may be assigned to out-of-state students.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to worthy students who need assistance in meeting their college expenses. All funds are administered by the financial aid officer with approval of the Financial Aid Committee. Applications for financial aid should be sent to Student Affairs, Financial Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Grants Available

Pell Grant

This program provides monetary grants from the Federal Government for students who qualify as determined by submitting a Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis. Eligible applicants receive three copies of an award letter (SAR) directly from the Pell Grant program and must submit these copies to the Financial Aid Office before monies can be ordered.

Supplemental Educational Opportunity Grant (SEOG)

This program provides monetary grants from the Federal Government for those students who demonstrate the most financial need as determined by completion of the Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis. This grant, if accepted, must be matched with either federal work study (CWS) or a Perkins Loan.

West Virginia Higher Education Grant (WVHEG)

The West Virginia Board of Directors awards this grant. Criteria for awarding include cumulative grade point average (ACT scores for incoming freshmen) completion of 24 or more hours per academic year, and demonstrated need (submission of a FAF to the Board). In addition to the FAF, applicants must submit a WVHEG Application which is available through the high school counselor, awareness counselor or the College Financial Aid Officer.

Student Employment

College Work Study Program (CWSP)

Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the FAF. Students are assigned work on campus not to

exceed fifteen (15) hours per week while classes are in session. Forty hours per week may be scheduled during semester breaks. Work assignments are made by the student employment director in the Office of Student Affairs. At least half-time enrollment is required.

Regular Student Employment (RSE)

State funds are used for these positions and are limited. Applicants should contact the director of student employment in the Office of Student Affairs.

Loans Available

Fairmont State College Foundation Emergency Loan

This program provides a short-term loan against financial aid administered by the Financial Aid Office for the purpose of paying tuition, fees, and immediate living expenses, or the purchase of books and supplies. Loans must be repaid within 120 days or the end of the semester, whichever comes first. Interest is \$2 or 2 percent, whichever is greater. Regardless of age, the note must be co-signed by a parent or relative. NOTE: This is not a loan in the usual sense of the word. It is provided only for students whose financial aid for some reason has not reached the campus at the time tuition and other payments are required.

NOTE: Other conditions, regulations and policies of each of the above aids are available through the Financial Aid Office.

Parent Loan/Supplemental Loan

Parent Loans (PLUS) for dependent students and Supplemental Loans (SLS) for independent students are also available. Information is available in the Financial Aid office.

Perkins Loan (Formerly National Direct Student Loan)

Subject to the limitation of funds available, students may borrow up to \$2,250 a year for the first two years and \$4,500 a year for the third and fourth years. Funds are provided by the Federal Government (90 percent) and Fairmont State College (10 percent). Repayment with an interest rate of 5 percent begins nine (9) months after graduation or termination of schooling. Eligibility is determined by completion of an FAF. At least half-time enrollment is required.

Stafford Loan (Formerly Guaranteed Student Loan GSL)

This is an educational loan made by banks or State lending authorities if students are eligible as demonstrated by the Financial Aid Form. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Scholarships and Awards

C&P Telephone Scholarship

Applicants must be either a college junior or senior, a resident of West Virginia, have at least a 3.00 grade point average, major in commerce or technology and demonstrate leadership qualities in college activities.

CB&T Scholarship

Applicants must be a resident of West Virginia, a full-time student, graduated in the upper fourth of high school class, have outstanding academic performance and demonstrated leadership qualities.

City National Bank Scholarship

Applicants must be a college junior or senior majoring in banking.

FSC Alumni Scholarship

Applicants must be a son or daughter of an FSC alumnus, a college junior or senior, a full-time student, and have at least a 2.5 grade point average.

FSC Outstanding International Student Scholarship

Applicants must have outstanding intellectual ability and have a minimum TOEFL score of 550. Renewal is based upon maintaining at least a 3.00 grade point average and completing 30 credit hours by the end of each academic year.

Fairmont Undergraduate Scholarship (FUS)

This scholarship provides a partial tuition waiver and is awarded by each academic division or the financial aid office. Applicants must have at least a 3.00 grade point average and be a full-time student.

Fairmont Undergraduate Scholarship for Athletics

This scholarship provides a partial tuition waiver and is awarded by the Athletic Department based on athletic ability. Applicants must have at least a 2.00 grade point average and be a full-time student.

Fine Arts Gala Scholarship

The funds for these awards are generated by the annual Scholarship Benefit staged by the Division of Fine Arts, the proceeds of which are shared by the Departments of Art, Music and Speech Communication and Theatre. Each of the three departments awards Gala scholarships according to its own guidelines. Additional information can be obtained by calling the Division Office.

First National Bank of Fairmont

Applicants must be a college junior, have a major in the Division of Commerce, have at least a 3.00 grade point average, and be a resident of either Marion, Harrison, or Monongahela County.

Foundation Academic Scholarship (FAS)

Recipients are selected on the basis of outstanding academic performance based upon ACT or SAT scores, and class rank.

Foundation Director's Scholarship

The Director's Scholarship, funded by the Board of Directors of the Foundation, assists incoming, full-time students with demonstrated financial need.

Foundation Scholarship for Outstanding Performance

This scholarship is awarded based upon a student's academic and/or leadership performance. It is renewable up to eight semesters.

Foundation Undergraduate Fellowship

Applicants for this award must be a freshman, a full-time student, have an exceptional academic record, and have financial need.

Wendell G. Hardway Scholarship

The Wendell G. Hardway Scholarship is awarded to a freshman student with outstanding academic credentials.

T.J. & Madge Herndon Pearse Memorial Scholarship

The recipient must be a college junior or senior elementary or science education major with at least a 3.00 grade point average.

Hunt-Arnold Scholarship

This scholarship is awarded to a minority student from Marion County.

Mary B. Jaynes Scholarship

This scholarship is awarded to a full-time student who has completed at least 90 semester hours of credit and is majoring in some four-year field of study offered by the Division of Commerce. The award is based on academic performance, financial need, extracurricular activities, and personal character.

Edward Kaprelian Memorial Scholarship

This scholarship is awarded to a full-time student with financial need and who has demonstrated a mature sense of ethics, honesty, and concern for human dignity.

Letterman's Scholarship

This award is based upon outstanding athletic performance.

Louis Schoolnic Scholarship

This is an annual award given by the Commerce Division to a junior student with a 3.0 or better grade point average who is majoring in a program offered by the Division. Further inquiries should be directed to the Division.

John C. Shaw Scholarship

West Virginia residents who demonstrate financial need and whose health, intelligence, character, and habits show promise of commendable careers are eligible for this scholarship.

Richard P. Wellock Award

The award is a music department scholarship which is presented by the FSC Student Chapter of Music Education National Conference. The possibility exists for additional scholarship awards in the Fine Arts Division. Screening or auditions for these awards are generally held in the spring semester. The division head should be contacted for additional information. Other scholarships are available. Information may be obtained from the Division of Fine Arts.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions office (new students only).
2. For first consideration for grants, scholarships and aid based on need, students must complete and submit a Fairmont State College Financial Aid Application to the Financial Aid Office by March 1. Applications must be renewed annually.
3. For first consideration of aid based on need, students must complete and submit Financial Aid Form (FAF) or other applications approved by the office of Education to the appropriate agency or agencies by March 1. The application must be resubmitted annually.

Satisfactory Academic Progress for Federal Financial Aid

Revised March 28, 1990

- I. Federal aids affected by the policies below include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Perkins Loan, Stafford Loan, Parent (PLUS) Loans, Supplemental Loans for Students (SLS), and the State Student Incentive Grant Program (West Virginia and other state grants).
- II. Students placed on academic probation are not eligible for financial aid. Financial aid may be restored when a student is no longer on academic probation, has completed 75% of overall hours attempted, and as monies are available.
- III. Students beyond the sophomore year must maintain an overall 2.0 grade point average.
- IV. All degree candidates shall have a maximum time frame to complete their degrees.
 - A. Full-time Students
 1. Bachelor Degree—Full time students enrolled in a Bachelor Degree program will have 6 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

2. Associate Degree—Full-time students enrolled in an Associate Degree program will have 3 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	24

3. One Year Certificate—Full-time students enrolled in one-year certificate programs will have 2 years to complete this degree. They must successfully complete a minimum number of hours each year.

YEAR	NO. OF HOURS
1	18
2	22

- B. Part-time—Students who attend on less than a full-time basis, but on at least a half-time basis, may apply to the Director of Financial Aid for an extension of their eligibility for one semester for each semester that they enroll for less than full-time. Maximum eligibility of 12 years (24 semesters) for the Bachelor Degree, 6 years (12 semesters) for the Associate Degree, and 3 years (6 semesters) for a certificate. Part-time students must successfully complete 75% of the hours they attempt.
- C. Students should be aware that a change from Certificate, Associate, and Bachelor degree Programs to any of the other two programs, can increase or decrease the number of semesters of eligibility for financial aid.
- V. Summer school—Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters as monies are available. Hours attempted in the summer terms will be counted toward required progress as defined in III. A. 1, 2, and 3 or III. B.
- VI. Federal Financial Aid recipients must be enrolled in degree granting programs. Exception: Students who only receive a Guaranteed Student Loan or a PLUS loan do not have to enroll in a degree granting or certificate program, but they will be subject to the same maximum time frames as the *associate degree student*. The purpose is to discourage substantial indebtedness for those students without an educational objective or goal.
- VII. *FIRST TIME AID APPLICANTS, PLEASE NOTE:* Students who have been enrolled at Fairmont for 1 or more semesters before applying for and/or receiving federal financial aid must meet all satisfactory progress requirements before aid will be disbursed. The chart below will help such students to determine whether or not they are meeting the requirement.

A. *Bachelor Degree—Full-time*

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40
5	51
6	62
7	73
8	84
9	95
10	106
11	117

B. *Associate Degree—Full-time*

1	9
2	18
3	29
4	40
5	51

C. *One-Year Certificate—Full-time*

1	9
2	18
3	29
4	40

- D. Part-time: Returning part-time students who have never had aid will need to have successfully completed 75% of the total hours they have attempted before they are eligible to receive aid. One-Year Certificate students who have already been enrolled for 4 semesters, Associate Degree students who have already been enrolled for 6 semesters, and Bachelor Degree students who have already been enrolled 12 semesters will need to apply for an extension as described in 1. B.
- VIII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.
- IX. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that if at the conclusion of the next semester satisfactory progress requirements are not met, aid shall be terminated. Eligibility for federal aid shall commence the semester in which a student does meet all satisfactory progress requirement.
- X. Mitigating Circumstances:
- The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.
 - If students have utilized their maximum number of semesters, but still have borrowing eligibility under the Guaranteed Student Loan Program, they may continue to borrow under that program by appealing to the Financial Aid Committee.
- XI. Appeals:
- Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Academic Forgiveness and Financial Aid

For students returning and applying for academic forgiveness, please note that financial aid will not be available for that semester since a decision on forgiveness is not completed until the end of that semester (review Academic Forgiveness Policy).

Financial Aid Refund/Repayment Policy

Revised May, 1984

The College catalog states that a student who officially withdraws from the college may arrange for a tuition refund according to the following schedule:

Fall or Spring Semester:

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	0%

Summer Semester:

Registration Day through third day of classes	90%
Fourth through the sixth day of classes	70%
Seventh through the ninth day of classes	50%
Beginning with the tenth day of classes	0%

Since financial aid is expected to meet or help meet educational costs, any tuition and fee refund, up to the amount of financial aid received for that semester or summer session, shall be repaid to the financial aid program(s) from which the student received assistance.

The procedure of repayment is as follows:

- I. Amount of refund less outstanding debt to the College (emergency loan, room, board, etc.) shall equal the net refund.
- II. Calculation of repayment to Title IV programs (Perkins Loan, SEOG, PELL, and Stafford Loan shall be made in accordance with the formula published in the Federal Register, Wednesday, December 31, 1980, Section 668.21.

FORMULA:

$$\text{Net Refund} \times \frac{\text{Total Title IV Aid (less work earnings)}}{\text{Total Aid (less work earnings)}} = \text{Repayment}$$

- III. The Repayment shall be made to the following aid program(s) in an amount equal to each program's proportion of the student's total aid. Aid programs include Pell Grant, Perkins Loan, SEOG, Stafford Loan, State grant, and private grant or scholarship if conditions require repayment.



Veterans' Policies

The following policies and procedures will be observed by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. It is the responsibility of the Office of the Assistant to the Academic Vice-President to supply the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. A letter to each instructor will accompany the list of veterans requesting that the instructor notify the Veterans Coordinator immediately if any student on the list has absences in their class to the extent that the absences are interfering with satisfactory progress.
3. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There will be no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. A copy of the standards for satisfactory progress will be given to each veteran upon admission to Fairmont State College. Veterans will be informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

It is felt that developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, financial aid, residence life, counseling, student health services, handicapped services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides assistance in identifying the interests, values and abilities students want to incorporate into a career. Such assistance is provided through career counseling, development seminars, and special programs and speakers. Students also have access to a computer-based career guidance and information system (SIGI PLUS), allowing them to gain assistance with a wide range of career concerns. A library of occupational information materials, books, directories, and audio and video tapes is available for student use.

The placement service assists students and alumni in obtaining employment. Services available are career search seminars/classes, a reference room with employer and career search materials, credential file maintenance and transmittal, on-campus interviewing, individual and group placement counseling, and a computerized referral service. A part-time job referral service is available for all college students who desire employment off campus on a part-time basis while attending school.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with problems of college students. These services are available to all students in the belief that students often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by telephone or in person.

Residence Life

Fairmont State College maintains three residence halls which accommodate approximately 437 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with their spouse.

3. Applicants for room reservations must pay an \$80 deposit at the time of application; this fee will be credited to the applicants' room-rental account. Notice of cancellation must be received by Student Affairs by June 15 or the \$80 deposit is forfeited. An \$80 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. A \$50 breakage fee shall be deposited at the time of registration; this fee, less any damage, will be returned at the time of withdrawal from the residence hall.
4. All residence hall students and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
9. Room rental, and a meal ticket must be paid in full for a semester on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student's Rights and Responsibilities of Fairmont State College; Section: Rights to Privacy*.
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)

All entering freshmen are required to take this test. Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit by examination may take this test. Courses available for credit are limited. Tests are given the third week of each month with the exception of December and February. Applications and information are available in Student Affairs.

Graduate Record Examination (GRE)

This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the senior year.

National Evaluation Systems Content Specialization Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take this test and to achieve the minimum acceptable score for each teaching specialization to be named on the certificate. These students must take the examination during the final semester or term of their senior year.

Preprofessional Skills Test

Teacher education students must take this test prior to enrollment in Education 302. The test battery includes reading, mathematics, and writing. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for licensure as a teacher.

Handicapped Services

As required by Section 504 of the Rehabilitation Act of 1973, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for the Handicapped, who is located in Student Affairs, if these services are desired. The Assistant to the Vice President for Academic Affairs is notified of the required academic accommodations and apprises advisers, division heads, and instructors of this information each semester. Priority scheduling procedures have been established for students with handicaps. Contact your adviser for priority class preregistration.

Freshman Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic programs, various student activities, and student welfare in general. Throughout the orientation period, freshmen are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Further, a one-hour course, Human Services 100—College Orientation, is offered to entering freshmen. This course orients the student to college life through a thorough explanation of topics such as (1) the advising system, (2) the academic process and regulations, (3) the *College Catalog*, (4) pre-registration and registration, (5) student services, (6) use of the library, (7) how to study, and (8) extracurricular activities.

Student Health Service Center

A physician and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., M-F, in the College clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician has regular campus office hours M-F, on a limited daily basis.

Learning Skills Center

The Center provides testing and instruction in developmental and accelerated skills. Developmental Skills courses are remedial and cannot be used for graduation credit; however, such credit is counted in determining full-time student status. Accelerated Skills courses in writing, reading, computer use, foreign language review, and word processing for technical and expository writing are offered for credit. Students who wish to use the services of the Center may enroll in courses or arrange for tutorial assistance or independent study by contacting the Coordinator of the Program. The Learning Skills Center Laboratory and offices are located on the second floor of Jaynes Hall.

Minority Affairs

Minority Affairs is part of an integral team composed of all components of Fairmont State College. The Minority Affairs Office was established to develop and implement programs and services for the purpose of enhancing and enriching the quality of life for minority faculty, staff and students. Emphasis is given to supporting and maintaining an environment which encourages minority students to fulfill their educational objectives and potentials.

Minority Affairs is committed to developing programs which expand opportunities for minority students to stimulate their interest, demonstrate their competence and facilitate their entry into the professional arena. Inclusive of the various programs offered are:

- leadership workshops
- survival skills workshops
- strategies for success workshop
- minority history celebrations
- gospel chorus
- alumni society.

Academic Advising Center

The Academic Advising Center offers direct advising services to those students who have not selected a degree objective and to general studies students. The advising is primarily provided by faculty members who are specifically trained to meet the special needs of this student population.

The Center is housed in room 105 of the Hardway Building and is open between the hours of 8:00 and 4:00 p.m., Monday through Friday. The Center also offers evening conference scheduling as an additional student convenience.

The purpose of the Center is to provide the general studies student with early, ongoing, and comprehensive advising as well as interpersonal professional support. This assistance is provided in order to eliminate, reduce or prevent various academic problems and concerns which may impede the student's successful continuation of general studies coursework and eventual identification of an academic program.

General studies students will be designated a Center Adviser upon entrance to the College. Faculty members may refer any student with academic concerns and difficulty directly to the Center for academic guidance.

Services:

Formalized general studies adviser/advisee conferences scheduled throughout the semester.

Informal conference scheduling for students with immediate concerns or questions.

Workshops sponsored by the Center on such topics as time management, assertiveness training, maximizing academic success etc.

Opportunity for aptitude assessments in reading, English and mathematics for students lacking in college entrance assessment data or who are simply unsure of academic competencies.

Direct information and referral assistance to campus and community services.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook* and the *Parking and Vehicle Regulations* brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Specific reference should be made to the published *Student Handbook*.

Musick Library

The Library occupies the second and third floors of the Musick Library Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 200,000 volumes and subscribes to 780 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 18,000 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the Library. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the Library is open to encourage and assist individuals in their pursuit of information.

Learning Resource Center

The Learning Resource Center occupies the first floor of the Library/Learning Resource Center Building. Coordination, design, and application of educational technology is provided by specialized personnel and facilities. The service includes the design and production of a wide range of audio/visual, graphics, and television learning material, an extensive on-campus equipment repair service, and a 16 mm educational film library.

Student Government Association

Student Government at Fairmont State actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An adviser is assigned by the Vice President for Student Affairs.

Student Government meets weekly in the Coral Room of the Turley Center. All meetings are open and any student is welcome to attend.

Dining Hall

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Most student organization banquets are held in the Dining Hall; however, permission for the use of this facility must be obtained from the Facilities Committee.

Dining Hall hours are as follows: Breakfast from 7:00 to 9:00 a.m. daily, Lunch from 11:00 a.m. to 1:20 p.m. daily, Dinner from 4:00 to 6:15 p.m. daily except Sunday evening when no meal is served and the Dining Hall is closed.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Turley Center hours are as follows: Bookstore, Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 4:00 p.m., and Saturday from 8:00 a.m. to 4:00 p.m.; Recreation Rooms-Study Lounge and Snack Bar, Monday through Thursday, from 7:00 a.m. to 10:30 p.m., Friday, from 7:00 a.m. to 6:00 p.m.; and on Saturday and Sunday from 11:00 a.m. to 6:00 p.m.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized over 60 clubs and honorary organizations for the promotion of interests in various subject matter fields, for the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations of this nature can be found in *The Student Handbook*.

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs may be posted on a bulletin board in Hardway Hall.

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, Baptist Campus Ministry related to the American Baptist Church, Christian Student Union related to the Southern Baptist Church, the Fellowship of Christian Athletes and the Inter-Varsity Christian Fellowship. A complete list of active organizations are available in the office of Student Affairs.

Services of ministers of many denominations are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications, under the direction of the Office of Publications, 121 Musick Library Building, are comprised of the All-American weekly newspaper, *The Columns*, and yearbook, *Mound*. Staff positions are open to all students, who may submit applications the first week of each semester. Forms are available at any of the publications offices, 110, 119, and 120 in Musick Library. Consideration is given to those students who have done acceptable work in Journalism or who have had previous practical experience on publications. Applications are screened by the Publication Board, including editors-in-chief, business managers and Journalism faculty. Staff appointments are made with the approval of the Director of Publications, from whom additional information may be obtained in 121 Musick Library.

Both publications have undergone extensive redesign during the past few semesters to allow student journalists to exhibit more of their writing, photographic, and graphics skills and talents. Consequently, *The Columns* has been awarded an All-American rating from the Associated Collegiate Press for seven consecutive semesters; the *Mound* has received four consecutive first class ratings.

The Columns, named for the eight stately columns at the front of the Administration Building, is financed by student fees and advertising. Published weekly except during examination and vacation periods, it is distributed by noon each Friday through campus news stands located in various campus buildings.

The *Mound*, named for a historic spot on a former campus, is also financed by student fees and advertising. Depicting all phases of campus life through student photography and writing, it is distributed each fall through the student publications business office, 119 Musick Library.

Annually, the William A. Boram Award for achievement in Journalism is presented to a graduating senior Journalism student who has contributed to the success of both student publications during his or her enrollment. Selection is based on academic excellence and journalistic achievement.

The Office of Student Affairs is responsible for the following publications:

The Student Handbook, compiled annually under the direction of the Office of Student Affairs, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building. This bulletin carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Vice President for Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult the bulletin boards daily for important announcements.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, the FSC Concert Band, the College-Community Symphony Orchestra, the Brass Ensemble and the Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College-Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers varied programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The *Intercollegiate Debate Squad* annually participates in 15 to 20 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. Fairmont State College is a member of the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Locally, students have an opportunity to compete with original oratory for cash awards in the M. M. Neely Oratory Contest each spring.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatre goer.

The *Masquers*, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in *Masquers* is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the *Masquers' Town and Gown Players* have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatregoers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The *Masquers, Jr.*, periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The *Masquers Reader's Theatre* provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Various activities are organized for competitive play among groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities

as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with personal development.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul shooting, backgammon, billiards, hen and turkey trot, racquetball, shuffleboard, spades, sweet 16, table tennis, tug-o-"Ward", and wrestling.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, basketball, volleyball, swimming, and cross-country. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

The ultimate responsibility for the conduct of the athletic program rests with the President.

The members of the coaching staff are members of the faculty and have professional status, qualifications, and salaries, as do other faculty members.

Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

An effort is made to compete only with colleges having similar educational and athletic policies.

Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics, and athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Awards

At the annual Academic Awards Banquet, recognition is given to students who have displayed outstanding achievements in the various academic disciplines.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association goes back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, business session and dance. During commencement weekend the class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year — to a son or daughter of FSC alumni. The scholarship, worth \$500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another \$1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Secretary, Fairmont State College, Fairmont, West Virginia 26554.



Academic Information

Degrees

The four baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Arts, and Bachelor of Arts in Education. For each of these four degrees a minimum of 128 semester hours of credit is required. An Associate of Arts, Associate of Applied Science or Associate of Science degree is also granted upon successful completion of from 60-78 semester hours in the two-year curricula. A Certificate in Applied Science is offered in two areas. This college also offers a flexible, nontraditional Regents Bachelor of Arts Degree Program.

Degree Programs

Bachelor of Arts, Bachelor of Science and Bachelor of Engineering Technology Degrees

	Minimum Semester Hours Required		
	Degree	Major	Minor
Allied Health Administration	B.S.		
Medical Laboratory Technology		135	76
Medical Record Technology		128-130	67
Nursing		137	75
Veterinary Technology		137	76-77
Art			24
Biology	B.S.	55-57	25
Business Administration	B.S.		
General		51	21
Accounting		51	18
Banking		51	18
Business Data Processing		54	
Economics		51	18
Management		51	
Marketing		51	
Office Administration		53	23-24
Clerical			26
Insurance			18
Real Estate			18
Retail Management			18
Chemistry	B.A.	54	19-20
Chemistry	B.S.	64-67	
Child Care			26
Commercial Designs/Graphics			33
Computer Science	B.S.	53	18
Criminal Justice	B.S.	70	24
Engineering Technology	B.S.E.T.	129-135	23
Two Degree Areas			
Architecture		Safety	
Five Areas of "Concentration"			
Civil		Graphic Communications	Mechanical
Electronics		Manufacturing	
English	B.A.	30	18
English (Business and Technical Writing)			18

Fashion Merchandising		24
Food Service Management		24
French	B.A. 30	24
Geography		18
Graphic Communications Technology		21
Graphics/Fine Arts	B.S. 90-91	
Health Science	B.S. 58	20
History	B.A. 36	24
Home Economics	B.S. 39	27
Interdisciplinary Studies	B.A.-B.S. 48	
Interior Design		24
Journalism		16
Journalism (Business and Technical Writing)		18
Library Science		24
Mathematics	B.S. 30	21
Mathematics	B.A. 30	21
Music		26
Occupational Health	B.S. 101-103	
Philosophy		15
Physical Education	B.S. 43	35
Physics-Physical Science		31
Political Science	B.A. 30	18
Psychology	B.S.	
General	37	18
Industrial-Personnel	46	
Community Service	52	
Psychological Service		18
Recreation Leadership		24
Regents B.A. Degree	B.A.	
Sociology	B.S. 30	18
Human Services	B.S. 72	
Spanish		18
Speech Communication	B.A. 38	25
Theatre	B.A. 35	25

Bachelor of Arts in Education

Early/Middle Education Multi-Subjects K-8	48
Behavior Disorders K-12 (Excludes Autism)	21
Gifted Education K-8	21
Mentally Impaired K-12	21
Specific Learning Disabilities K-12	21
Subject Specialization 5-8	
Art	30
French	20
General Science	31
Home Economics — Consumer and Homemaking Education	26
Industrial Arts/Technology	29
English/Language Arts	23
Mathematics	21
Oral Communications (Speech Communication and Theatre)	26-27
Social Studies	41

Middle Adolescent Education**Subject Specialization 5-8**

Home Economics — Consumer and Homemaking Education	29
English/Language Arts	30
Social Studies	44

Single Teaching Fields 5-12, 9-12

Art	38
Behavior Disorders (Excludes Autism)	21
Biology (9-12)	46
Business Education, Secretarial	38
Business Education, Principles	41
Chemistry (9-12)	36
English-Language Arts	39
French	32
General Science	35
Gifted Education	21
Industrial Arts/Technology	43
Journalism (9-12)	26
Mathematics	39
Mentally Impaired	21
Physical Education	38
Physics (9-12)	33
Oral Communications (Speech Communication and Theatre)	32

Comprehensive Teaching Fields 5-12

Business Education	55
Home Economics, Vocational, Consumer and Homemaking Education	42
Industrial Arts/Technology	64-70
Social Studies	57

Early Middle or Middle Adolescent**Subject Specialization K-12**

Art	57
Health	38
Music	60
Physical Education	43
School-Library Media	24

Associate Degrees and Certificate Programs

(Fairmont Community College — A component of Fairmont State College)

	Degree Offered	Minimum Semester Hours Required
General Studies	A.A.	64
Business Technology		
Accounting	A.S.	64
Banking	A.A.S.	66
General	A.A.S.	66
Insurance	A.A.S.	63
Real Estate	A.A.S.	65
Child Care	A.A.S.	67
Clerical	A.S.	64
Computer Science	A.S.	65
Criminal Justice	A.A.S.	68
Fashion Merchandise	A.A.S.	66
Food Service Management	A.A.S.	64

Health Careers

Emergency Medical Service (one-year certificate in applied science)	38
Medical Laboratory	A.A.S. 74
Medical Record	A.A.S. 68
Nursing	A.S. 70
Veterinary Technology	A.A.S. 76-77
Interior Design	A.A.S. 64
Office Specialist Certificate	32-34
Psychological Service	A.A.S. 64
Retail Management	A.A.S. 64
Secretarial	A.S. 62
Word Processing/Office Automation	A.A.S. 64
Engineering Technology (Concentrations)	
Architecture	A.S. 68
Civil	A.S. 67
Commercial Design/Graphics	A.A.S. 65
Drafting/Design	A.A.S. 68
Electronics	A.S. 69
Graphic Communications	A.S. 67-68
Manufacturing	A.S. 67
Mechanical	A.S. 67
Safety	A.S. 68

Grading System

The following system of grading is used within the institution:

A—Superior, given only to students for exceptional performance.

B—Good, given for performance distinctly above the average in quality.

C—Average, given for performance of average quality.

D—Lowest passing grade for performance of poor quality.

F—Failure. Course must be repeated if credit is to be received.

FIW—Failure because of irregular withdrawal.

I—A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of *illness or some other unavoidable circumstance*. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate division chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor *must* submit a final grade.

W—Withdrew.

WF—Withdrew Failing.

WP—Withdrew Passing.

CR—Credit. Does not affect quality points.

NC—No Credit. Does not affect quality points.

P—Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F, FIW, and WF, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a quality point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain an average of 2.20 in each teaching field and/or subject specialization.**

All variations from prescribed programs must be approved by the division head in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	×	Semester Hours	=	Quality Points (Total)
Engl. 104	A	4		3		12
Biol. 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math 101	W	—		—		—
				<hr/> 16		<hr/> 40

40 Quality Points

16 Semester Hours = 2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 5-12, 9-12, K-12, 5-8, K-8, the multi-subject field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the Registrar for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the *College Catalog* for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally one week, when students may drop and/or add classes. Students who have preregistered are not permitted to make changes during summer preregistration or on registration day but must wait until this period begins.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw through the end of the second academic week following midterm. If the official drop notice is issued after this period, the instructor will record either "WP" or "WF" at the conclusion of the semester. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: During the period ending with the second academic week following midterm of a semester, students may drop one or more classes with "W" being recorded. The "WP-WF" grade will be used for students to withdraw from individual courses up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used

in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. *Students may not repeat a course in which they earned a C or better.* Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a four-year degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the *Student Handbook*.

Advising System

Students are assigned academic advisers when they first enroll at the College. If students desire to change their major fields of study, they should contact the Assistant to the Vice President for Academic Affairs for reassignment. Students who are not ready to select a major upon entrance will be assigned to special advisers. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisers. (See also Academic Advising Center)

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at midsemester and at the end of the semester. Midterm grade reports are not made during summer school.

Honors Program

Fairmont State College's Honors Program identifies, encourages, and instructs highly motivated, academically superior students. Working within an alternative curriculum, these students enroll in honors general education classes, advanced seminars, and an interdisciplinary colloquium. During their junior and senior years, honors students engage in activities, such as independent scholarship, research assignments, internships, and creative projects. The Honors Program encourages students to work closely with other honors students and the honors faculty to explore ideas from various perspectives. Beyond the curriculum, honors students participate in the Honors Association which provides students with opportunities for field trips, lectures, and cultural events.

PROBATION-SUSPENSION POLICIES

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will be sent a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the adviser be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the spring semester.
2. Students will be suspended if they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. Suspension is for one semester. Students suspended at the conclusion of the spring semester will be eligible to return as full-time students the spring semester of the next academic year.
5. No classes may be taken while a student is on suspension.
6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
7. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

ACADEMIC FORGIVENESS POLICY

Revised and approved March 6, 1990

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on final academic suspension. When forgiveness is granted, failing grades of F, WF, and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades

that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has completed a semester as a full-time student, has earned 12 credit hours that apply toward graduation, and has achieved a 2.0 GPA for that readmission semester.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State College and is formulated to be consistent with Policy Bulletin 20 of the West Virginia Board of Directors. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set forth in the "Academic Suspension" section of the Fairmont State College catalog. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the Registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Regents Bachelor of Arts Program is governed by a different forgiveness policy.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for baccalaureate degrees must attain a grade of C or above in English 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.2 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: **cum laude** for a point average of 3.2-3.49; **magna cum laude** for a point average of 3.50-3.74; and **summa cum laude** for a point average of 3.75 or better. Averages are based upon the entire academic record of the student. Candidates for graduation with an associate degree who maintain a grade point average 3.2 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of three dollars (\$3.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State College provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State College; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US College or University or Consortium with FSC's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US College or University abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSC's approval. Students will be required to obtain prior consent from the academic division or department before registering for programs other than those sponsored by FSC or FACDIS.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc. Resident study abroad programs or travel-study programs will be integrated with traditional academic courses already offered at FSC and will become part of the regular institutional curriculum.

Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.

Air Force Reserve Officers Training Corps

Air Force ROTC is designed to provide training in the areas of leadership, management, and interpersonal relationships which are vital to the men and women who desire to serve as commissioned officers in the United States Air Force.

AFROTC courses are available to FSC students through an agreement with West Virginia University and are offered on the downtown campus (Stansbury Hall) at WVU. Four-year and two-year programs are open to qualified students. Both options require a summer field training camp prior to the junior year. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at WVU, 304-293-5421.



Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Engineering Technology are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.2 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above.

General Studies Requirement for the Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Engineering Technology Degrees

36 Hours for Bachelor of Science Degrees		
48 Hours for Bachelor of Arts Degrees		
English		12
English*	104	Written English
English**	108	Advanced Written English
English	250	Survey of English Literature
English	260	Survey of American Literature
Fine Arts		2
Art	255	History & Appr. of Art
		or
Music	205	Music Appreciation
		or
Music	207	Beginning Recorder
		or
Theatre	100	Theatre Appreciation
History and Social Science		12
Economics 200 or		Economics
Economics 201		Economic Principles and Problems ..
Geography 210		Intro. to Geography
History 107		United States History I
History 108		United States History II
History 111		History of Civilization I
History 112		History of Civilization II
Political Science 103		American Government

Psychology 101	Intro. to Psychology I	3
Sociology 110	Introductory Sociology	3
Foreign Language (B.A. degree only)		12
French or Spanish 101, 102, 201, 202		
(another foreign language may be substituted with permission)		
Physical Education***		1
Any basic activity course		
Science or Mathematics****		6
Biology 101, 102 or	Intro. to Biology	4
Biology 103	Intro. to Envir. Biology	4
Chemistry 101, 102	General Chemistry	8
Chemistry 105, 106	Chemical Principles	10
Geology 101, 102	General Geology	6
Mathematics*****		6
Physics 101, 102	Intro. to Physics	8
Physical Science (select any 3 of the following)		6
Scientific Methodology 100		2
Astronomy 101		2
Chemistry 102		2
Geology 103		2
Physics 104		2
History of Physical Science 105		2
Speech Communication 100		3

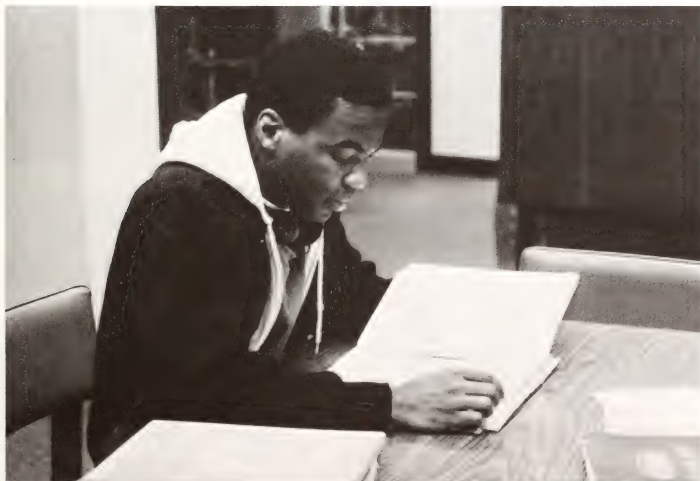
*Developmental Skills 101, Basic Communications, is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.

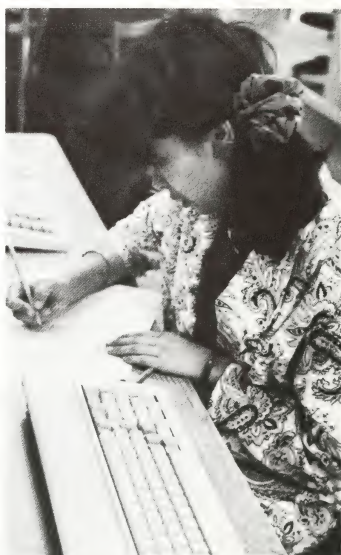
**A grade of C or above in English 108 is required for graduation.

***This requirement may be waived by the Registrar for a student who because of physical disability or infirmity cannot perform the basic activity course. The student must furnish appropriate medical substantiation of the disability or infirmity.

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies Requirements.





Commerce

(Business Administration, Computer Science, Office Administration/Business Education)

The Division of Commerce offers students several choices in their selection of a major field of study. Under the B.S. Degree students may obtain a degree in Business Administration with a concentration in General Business, Accounting, Economics, Office Administration, Banking, Management, Marketing, and Business Data Processing. Students may also elect to study toward the B.S. Degree in Computer Science.

In the B.A. in Education Degree students may earn a degree in Business Education-Comprehensive, Business Education-Secretarial, or Business Education-Business Principles.

In the area of two-year programs students may select: Accounting, General Business, Banking, Real Estate, Secretarial, Clerical, Computer Science, Retailing, Insurance, or Word Processing/Office Automation.

Students may minor in the division in Accounting, Economics, Banking, Real Estate, Insurance, Office Administration and Computer Science.

In the area of one-year certificates, students may select the Office Specialist Certificate with either a clerical or secretarial emphasis.

Courses offered by the Commerce Division may be found under the headings of Accounting, Banking, Business, Business Education, Economics, Computer Science, Office Administration, Management, and Marketing. **All courses may not be offered each semester. Students are urged to consult with advisers to avoid the possibility of missing a course needed for graduation at a specific time.**

MINOR REQUIREMENT: Business Administration students must also elect a minor field of study. A major and a minor in the same academic field is not permitted. For example, one may not both major and minor in Accounting. The Division offers a Bachelor of Science in Business Administration. There are eight options offered under this degree. Combinations of these options as to a major and minor are restricted; the catalog must be consulted when a minor is selected. Duplicate credit may be earned only for courses that are specifically required for both major and minor, except that Economics 201 will apply toward the major and minor requirements. Economics 202 cannot be used for general studies credit. Economics 200 should not be substituted for Economics 201 in meeting Division major or minor requirements.

Business Administration

Group A, General Major

51 sem. hrs.

Required Courses

33 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	.6
Business	306, 307	Business Law I, II	.6
	310	Statistics	.3
	401	Business Finance	.3
Economics	201, 202	Economic Principles & Problems	.6
CS	100	Introduction to EDP	.3
Management	309	Principles of Management	.3
Marketing	304	Marketing	.3

The additional requirement18

These additional hours may be taken in any one of several combinations. Such combinations are to be agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, Banking, Computer Science, and Mathematics 115 and/or 116. Only the following Office Administration courses may be elected: 251, 310 and 342.

Minor (not open to majors in Group A, B, C, D, E, F, G, H) 21 sem. hrs.**Required Courses**

Accounting	201, 202	Principles of Accounting I, II	6
Economics	201	Economic Principles and Problems	3
Business	306	Business Law I	3

A minimum of 9 hours must be selected from these courses: 9 sem. hrs.

Economics	202	Economic Principles and Problems	3
CS	100	Introduction to EDP	3
Business	307	Business Law II	3
	401	Business Finance	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3

Group B, Accounting**Major****51 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting I, II	6
	330	Advanced Accounting I	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Accounting:	
		Individual	3
Business	306, 307	Business Law I, II	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles and Problems	6
CS	100	Introduction to EDP	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3

The following additional courses, although not required, are recommended to further develop the body of accounting knowledge commonly expected of the entry-level accountant.

Accounting 331, 407; Management 409

Notice to students: Certain courses are required to qualify a student to sit for the Uniform Certified Public Accountant exam that may not be required to satisfy the four-year major in accounting degree requirements. Students wishing to sit for the CPA exam should discuss this additional course work with an appropriate adviser early in their program.

Minor (not open to majors in Group B)**18 sem. hrs.****Select 18 hours from the following:**

Accounting	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
CS	104	Introduction to COBOL Programming	4

Group C, Economics**Major****51 sem. hrs.****Required Courses****18 sem. hrs.**

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis:	
		Microeconomics	3
	302	Intermediate Econ. Analysis:	
		Macroeconomics	3

Business	310	Statistics	3
CS	100	Introduction to EDP	3

A minimum of 9 hours must be selected from these courses: **9 sem. hrs.**

Economics	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	307	Personal Finance	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3

Additional electives **18-24 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	306	Business Law I	3
	401	Business Finance	3
	350	Investments	3
Management	309	Principles of Management	3
	409	Quantitative Management	3
Marketing	304	Marketing	3
CS	103	FORTAN Programming	4
History	320	American Economic History	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Minor (not open to majors in Group C) **18 sem. hrs.**

Select 18 hours from the following:

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3
	115	Intermediate Mathematics II	4
	116	Calculus I	4

Group D, Office Administration

Major **53 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	306	Business Law I	3
	310	Statistics	3
	401	Business Finance	3
OAdm.	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	310	Supervising Off. Systems Personnel	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Elect. Records Management	3
	360	General Office Procedures	3
	362	Directed Office Experience	2
CS	100	Intro. to EDP	3
Management	309	Principles of Management	3
	314	Office Management	3
	390	Human Behavior in Organizations	3
Marketing	304	Marketing	3

Minor (not open to majors in Group D) **23-24 sem. hrs.**

Accounting	201	Principles of Accounting	3
Mgt.	314	Office Management	3
CS	100	Introduction to EDP	3

OAdm.	*101, 102	Beg. and Inter. Typewriting/ Keyboarding OR
	211	Advanced Typewriting/Keyboarding5 or 6
	251	Business Communications3
	340	Principles of Word Processing3
	342	Elect. Records Management3

*If the student has not had beginning typing in high school, 101 (2 hrs. cr.) and 102 (3 hrs. cr.) should be taken. Otherwise 102 and 211 (3 hrs. each) would be selected.

The Secretarial Associate in Science Degree (page 171) and the Clerical Minor (page 152) cannot be used to fulfill the minor requirements when the major is Office Administration, Option D of the B.S. in Business Administration.

Group E, Banking

Major

51 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II6
Economics	201, 202	Economic Principles and Problems6
	303	Money, Credit and Banking3
Management	309	Principles of Management3
Marketing	304	Marketing3
Business	306, 307	Business Law I, II6
	310	Statistics3
CS	100	Introduction to EDP3
Banking	180	Principles of Banking3
	284	Bank Management3

Select the additional 12 semester hours from the following:

12 sem. hrs.

Banking	283	Bank Investments3
	285	Analyzing Financial Statements3
	287	Bank Simulator2
	288	Consumer Lending3
	292	Trust Business3
	294	Commercial Lending3
	295	Bank Internship3
Business	350	Investments3
	386	Real Estate Finance3
	401	Business Finance3

Recommendation: Students are encouraged to take courses in Psychology, Sociology, Business Communications and Computer Science in addition to the stated requirements.

Minor (Not open to majors in Group E)

18 sem. hrs.

Required Courses

6 sem. hrs.

Banking	180	Principles of Banking3
	284	Bank Management3

Select the additional 12 semester hours from the following:

12 sem. hrs.

Banking	283	Bank Investments3
	285	Analyzing Financial Statements3
	287	Bank Simulator2
	288	Consumer Lending3
	292	Trust Business3
	294	Commercial Lending3
	295	Bank Internship3
Business	386	Real Estate Finance3
	350	Investments3
	401	Business Finance3
Economics	303	Money, Credit and Banking3

Group F, Business Data Processing

Major

54 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II6
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Economics	201, 202	Economic Principles and Problems.....6
Business	310	Statistics.....3
	401	Business Finance.....3
Management	309	Principles of Management.....3
CS	102	Principles of Programming I.....3
	104	COBOL Programming I.....4
	108	Principles of Programming II.....4
	201	Assembler Programming.....4
	204	COBOL Programming II.....4
	220	Business Systems.....3
	250	Programming Languages.....3
	302	Data Structures.....4
	410	Data Base Management.....4

Group G, Management Major

51 sem. hrs.

Required Courses

33 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....6
Business	306, 307	Business Law I, II.....6
	310	Statistics.....3
	401	Business Finance.....3
Economics	201, 202	Principles of Economics.....6
CS	100	Introduction to EDP.....3
Management	309	Principles of Management.....3
Marketing	304	Marketing.....3

A minimum of 12 hours must be selected from the following courses: 12 sem. hrs.

Management	305	Small Business Management.....3
	308	Personnel Management.....3
	390	Human Behavior in Organizations.....3
	409	Quantitative Management.....3
Business	412	Applied Business Research.....3
	415	Business Policy.....3

A minimum of 6 hours must be selected from the following courses: 6 sem. hrs.

Economics	301	Intermediate Economic Analysis Micro.....3
	305	Labor Economics.....3
	401	Managerial Economics.....3
Psychology	260	Industrial and Personnel Psyc.....3
Sociology	410	Industrial Sociology.....3
Speech	369	Communication in Organization.....3
or		
OAdm	251	Business Communications.....3

Group H, Marketing Major

51 sem. hrs.

Required Courses

42 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....6
Business	306, 307	Business Law I, II.....6
	310	Statistics.....3
	401	Business Finance.....3
Economics	201, 202	Principles of Economics.....6
CS	100	Introduction to EDP.....3
Management	309	Principles of Management.....3
Marketing	304	Marketing.....3
	320	Advertising.....3
	411	Marketing Management.....3
Business	412	Applied Business Research.....3

A minimum of 9 hours must be selected from the following courses: 9 sem. hrs.

Business	415	Business Policy	3
Economics	301	Microeconomics	3
	401	Managerial Economics	3
Marketing	205	Salesmanship	3
	300	Retailing	3
Speech	369	Communication in Organizations	3
or			
OAdm.	251	Business Communications	3

The minor in Retail Management (page 171) cannot be used to fulfill the minor requirement when the major is Marketing, Option H of the B.S. in Business Administration (pages 63-64).

Computer Science

Students may complete the B.S. in Computer Science in preparation for immediate employment in an applications programming position or as preparation for graduate studies. Because of rapid changes in this field, requirements are designed to provide students with a fundamental understanding of the concepts of computer science enabling them to adapt to any current computer environment.

Computer Science**53 sem. hrs.****Required Courses****42 sem. hrs.**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4
	201	Assembler Programming	4
	250	Programming Languages	3
	260	Microcomputer Programming	3
	302	Data Structures	4
	308	Compiler Construction	4
	410	Data Base Management	4
	420	Selected Advanced Topics	4
		OR	
	421	Computer Science Special Project	
MATH	115	Intermediate Mathematics II	4
	200	Mathematical Logic	3
OAdm.	101	Beginning Typewriting	2

One of the following two groups: 11 sem. hrs.

CS	104	COBOL Programming I	4
CS	204	COBOL Programming II	4
CS	220	Business Systems	3
		OR	
CS	103	FORTTRAN Programming I	4
MATH	116	Calculus I	4
CS	300	Computer Graphics	3

NOTES:

- Students should attempt to complete CS-102, CS-108, and Math-115 by the end of their freshman year.
- Students wishing to minor in a business related area may select CS-104, CS-204, and CS-220, and students wishing to minor in a math/science area may elect to take CS-103, CS-300, and Math-116.
- The typing requirement may be satisfied by passing an examination. Students should contact their adviser for details.

Minor**18 sem. hrs.****Required Courses****7 sem. hrs.**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4

Select one of the following three groups:**11 sem. hrs.**

104	COBOL Programming I	4
204	COBOL Programming II	4
220	Business Systems	3
	OR	
104	COBOL Programming I	4
204	COBOL Programming II	4
250	Programming Languages	3
	OR	
103	FORTRAN Programming I	4
201	Assembler Programming	4
250	Programming Languages	3

Note: Students may not minor in Computer Science when majoring in Business Data Processing (Group F, B.S. in Business Administration).

Business Education

Teaching Fields in Business Education

Business Education Comprehensive, grades 5-12

55 sem. hrs.

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting I, II	6
Business	306	Business Law I	3
	310	Statistics	3
Management	314	Office Management	3
OAdm.	*102	Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*342	Electronic Records Management	3
	*251	Business Communications	3
	*202	Shorthand I	3
	*205	Shorthand II	3
	*360	General Office Procedures	3
	362	Directed Office Experience	2
	*431	Methods and Materials in Teaching Business Education	2
Economics	*201, 202	Economic Principles and Problems	6
CS	100	Introduction to EDP	3

Business Education Secretarial, Single Teaching Field, grades 5-12

38 sem. hrs.

Business	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting I, II	6
Business	306	Business Law I	3
	310	Statistics	3
Management	314	Office Management	3
OAdm.	*102	Intermediate Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*342	Electronic Records Management	3
	*202	Shorthand I	3
	*205	Shorthand II	3
	*360	General Office Procedures	3
	362	Directed Office Experience	2

**Business Education, Business Principles, Single Teaching Field,
grades 5-12****41 sem. hrs.**

Business	*102	Introduction to Business	3
Accounting	*201, 202	Principles of Accounting I, II	6
Business	306	Business Law I	3
	310	Statistics	3
Management	314	Office Management	3
OAdm.	*102	Intermediate Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*342	Electronic Records Management	3
	*360	General Office Procedures	3
	362	Directed Office Experience	2
Economics	*201, 202	Economic Principles and Problems	6
CS	100	Introduction to EDP	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Shorthand Theory (OAdm.201) and Shorthand II (OAdm.205) are taught the fall semester only. Shorthand I (OAdm.202) and Shorthand III (OAdm.206) are taught the spring semester only.





Education/Health, Physical Education, Recreation, and Safety

(Early/Middle, Middle/Adolescent, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the Division of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledges, skills and performances which characterize effective teaching.

The role of today's teacher, as viewed by the College, has changed from that of a "purveyor of information" to a "manager of the learning environment." This change has resulted from integrating humanism and instructional technology to create a frame of reference in which the realization of individualized and personalized learning is paramount.

The overall objective of the College's teacher education program is to produce a graduate with enough experience and expertise to function effectively in the several differentiated roles required of most teachers in today's society. The prospective teacher at the College will actively observe and participate in the varied roles within the overall "manager model" context. The major determinant of the emphasis accorded each role will be determined primarily by the academic specialization the student is pursuing.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula in Early, Middle and Adolescent teaching, leading to the degree of Bachelor of Arts in Education. Students who satisfactorily complete a teaching curriculum in a given area and achieve passing scores on the PPST and appropriate N.E.S. content tests will be recommended for a Professional Certificate, grades K-12, K-8, or 5-8, 5-12 or 9-12. Specializations which may be added include Early Education, Mentally Impaired, Behavior Disorders, Specific Learning Disabilities, Gifted Education and varied academic subject specializations. Students may choose, after consultation with their adviser, from the following programs:

Early/Middle Education

Students who are qualifying for teaching in an open or self-contained classroom grades K-8, shall complete the following:

I. **General Studies** (elementary)

II. **Professional Education**

III. **The Multi-Subjects Program***

Optional specializations which may be combined with Early/Middle education are:

1. Mentally Impaired (K-12)
2. Specific Learning Disabilities (K-12)
3. Behavior Disorders (K-12) (excludes Autism)
4. Gifted Education (K-8)
5. School Library-Media (K-12)
6. Middle School Specializations (5-8)

Art

French

General Science

Consumer and Homemaking Education

Industrial Arts/Technology

Language Arts

General Mathematics

(through Algebra I)

Oral Communications

Social Studies

Note: Student teaching is required in an approved open or self-contained classroom grades K-8 and in an approved classroom for each additional specialization. Some combinations may require more than eight weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic division which offers the program, e.g., Art-5-8, See Fine Arts Division.

Middle/Adolescent Education

Students who are qualifying for teaching in grades 5 through 12 shall complete the following:

- I. **General Studies** (secondary)
- II. **Professional Education**
- III. **Specializations**
 - a. One comprehensive specialization to teach in grades 5 through 12 the related subjects which comprise the comprehensive specialization.
or
 - b. Two single subject specializations for grades 5 through 12.
or
 - c. One single subject specialization for grades 5 through 12 and one specialization for grades 5 through 8.
or
 - d. One single specialization for grades 5 through 12 and a K-12 specialization in either School Library-Media, Health, or Physical Education.

Secondary Education students select from the following specializations:

1. **5-12 Comprehensive Specializations** (requires no other specializations)

Business Education	Industrial Arts/Technology
Consumer and Homemaking Education	Mathematics
	Social Studies
2. **5-12 Single Specializations** (requires a second specialization for 5-12, K-12, or 5-8)

Art	French	Mentally Impaired**
Behavior Disorders	General Science	Oral Communications
Biology	I.A./Technology	Physical Education
Business Principles	Gifted	Physics
Chemistry	Journalism	Secretarial Studies
English-Language Arts		
3. **5-8 Specializations** (requires second specialization for 5-12, or K-12)

Consumer and Home-	Language Arts	Social Studies
making Education	General Mathematics	
4. **K-12 Specializations** (requires second specialization for 5-8, 5-12, or K-12)

School Library-Media*	Physical Education	Health Education
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*The School Library-Media K-12 may be selected in combination with a specialization for classroom teaching in grades 5-12, 5-8, K-12, or Multi-Subjects K-8.

**The Mentally Impaired specialization K-12 may be used only in combination with Consumer and Homemaking Education, 5-12; Industrial Arts, 5-12; Multi-Subjects, K-8; Art K-12, P.E. K-12 or Music K-12.

Note: Secondary special methods and student teaching are required in all areas in order to be licensed.

The General Studies requirements for Early/ Middle programs also fulfill competencies for the Multi-Subjects requirements and are included in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Student Teaching Experience

Student teaching is required in all curricula and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at the developmental levels and in all of the teaching specializations in which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Evaluation Systems Content Test

Successful completion of the appropriate National Evaluation Systems Content Test(s) is a requirement for graduation and licensure. A report of the N. E. S. scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Students expecting to be licensed in Multi-Subjects Education and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Students expecting to be licensed for teaching in grades 5-12 must take the N.E.S. Content Tests consistent with the 5-12 specialization(s) to be named on the license. If they expect to be licensed in two 5-12 specializations, they must achieve acceptable scores in both 5-12 specializations.

K-12. A student expecting to be licensed for teaching in grades K-12 must achieve acceptable scores on the N.E.S. Content Test consistent with the K-12 specialization to be named on the license.

In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the N.E.S. Bulletin for the year in question. N.E.S. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.5 or better for all courses attempted; (2) attain a 2.2 average in each teaching specialization, including the Multi-Subjects Specialization; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and (5) achieve acceptable scores on the N.E.S. Content Tests for each area to be named on the license.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for early/middle and middle/adolescent education programs; however, each consists of forty credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for early/middle education also fulfill competencies for the Multi-Subjects requirements and are included with the Multi-Subjects for the Early/Middle Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12 — Art and Music

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

- I. **General Studies** (secondary)
- II. **Professional Education**, to include methods and student teaching of the single subject specialization at the early/middle and middle/adolescent levels.
- III. **Specialization**
Grades K-12
Art-one comprehensive specialization
or
Grades K-12
Music-one comprehensive specialization

Specific specialization requirements for early/middle and middle/adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic division which offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of gradepoint standing. All of this information may be obtained from the student's adviser or the Dean of Teacher Education.

Admission to Teacher Education

Any sophomore may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the Division of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are expected, in this course, to make a tentative decision on entering the profession and submit a "*Declaration of Intent*" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 302, Human Growth and Development, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 250 are prerequisites for this course. The required Student Health Form must be on file at this time.

While enrolled in Education 302, those interested in pursuing the Teacher Education program shall make formal application by completing the form, "*Application for Admission to the Teacher Education Program*." To be accepted, the applicant must (1) have achieved acceptable scores on the Pre-Professional Skills Test (PPST), (2) have a minimum quality point average of 2.5 overall and 2.2 in each teaching specialization, (3) have completed or be enrolled in Speech 221, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 108, (5) at the time of application be passing Education 302, and (6) have a health certificate on file in the College Health Center. Also as a part of the process, the applicant must be recommended by the College Health Center, his/her academic adviser, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 302, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 302, achieved acceptable scores on the PPST test and has approval of the Selection Committee, he/she is eligible to enroll in Education 303, Educational Psychology. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 14-15 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second half of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P. a student must meet the requirements for student teaching as described below. The I.P.P. requires exact planning by students and advisers during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization should be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 12 hours with a G.P.A. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
3. Satisfactory completion of English 108, Advanced Written English, with a minimum grade of C, and Speech 221 with a minimum grade of C.
4. Division approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
5. Evidence good moral character (i.e., reputation among students, faculty and in the community).
6. Have a minimal overall grade point average of 2.5.
7. Have a minimal grade point average of 2.0 for all professional education work.
8. Have a 2.2 quality point average in each teaching specialization (includes the Multi-Subjects Specialization).
9. Present a statement from the College Health Center showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses outside the I.P.P. or extracurricular activities which will in any way interfere with the course work without the consent of the Dean of Teacher Education.

Early/Middle Education

General Studies

40 sem. hrs.

Humanities

15 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
	250	Survey of English Literature	3
	260	Survey of American Literature	3
Speech	221	Classroom Communication	3

Fine Arts

2 sem. hrs.

Art	255	History and Appreciation of Art	
or			
Music	205	Music Appreciation	
or			
Music	207	Beginning Recorder	
or			
Theatre	100	Theatre Appreciation	

Social Sciences		12 sem. hrs.
Geography	210	Introduction to Geography.....3
History	107	United States History I.....3
	108	United States History II.....3
	111	History of Civilization I.....3
	or	
	112	History of Civilization II.....3
Science and Mathematics		9 sem. hrs.
Math	110	Mathematics for Elementary Teachers.....3
Phy. Sci.	201	General Physical Science.....3
	202	General Physical Science.....3
Physical Education		2 sem. hrs.
Phys. Ed.	326	Early Psychomotor Development.....2
Multi-Subjects Program for Self-contained or Open Classroom 48 sem. hrs.		
Art	*353	Elem. Art Education I.....2
	*354	Elem. Art Education II.....2
Biology	*101	Introduction to Biology.....4
	*102	Introduction to Biology.....4
or		
	*103	Introduction to Envir. Biology.....4
Health	*100	Personal Health.....2
	*400	Health Education for the Elem. School.....2
Safety	*200	Accident Analysis and Emer. Care.....2
English	*207	Children's Literature.....3
Math	*210	Math. for Elem. Teachers II.....3
	*323	Math. for Elem. Teachers III.....3
Music	*231	Elementary Music I.....3
	*232	Elementary Music II.....3
Pol. Sci.	200	Intro. to Political Science.....3
Economics	200	Economics.....3
Sociology	110	Introductory Sociology.....3
Education	*300	The Reading Process.....2
	*304	Developmental Reading.....2
Phys. Sci.	*412	Science in the Elem. School.....2

*These courses in the Multi-Subjects Program must be completed prior to the Initial Performance Practicum.

Professional Education — Early/Middle		26 sem. hrs.
Education	200	Intro. to Education.....3
	250	Foun. of American Education.....3
	302	Human Growth and Child Development.....3
	303	Educational Psychology.....3
	402	Mathematics in the Elem. School.....2
	403	Language Arts in the Elem. School.....2
	404	Social Studies in the Elem. School.....2
	405	Corrective Reading.....2
	420	Student Teaching Exp. (Elem.).....6

Students who are qualifying for a Professional Certificate, Grades K-8, may wish to add a Special Education Specialization K-12, Library-Media K-12, or Subject Specialization Grades 5-8 (Middle School) to their license.

Early/Middle Education Program Options

A. Special Education Specializations			21 sem. hrs.
1. Required Common Core Coursework for All Programs			6 sem. hrs.
Ed. 220	Areas of Exceptionality in Special Education	3	
221	Education of Exceptional Children	3	
2. Specialized Coursework			15 sem. hrs.
a. Behavior Disorders K-12 (Excludes Autism)			
Ed. 311	Behavior Disorders	3	
321	Diag., Presc. and Assess. Tech.	3	
325	Curr. Development in BD	3	
443	Practicum—BD	3	
473	Student Teaching—BD	3	
b. Mentally Impaired K-12			15 sem. hrs.
Ed. 320	Intro. to M.R.	3	
321	Diag., Presc. and Assess. Tech.	3	
322	Curriculum Development in MR	3	
440	Practicum—MR	3	
470	Student Teaching—MR	3	
c. Specific Learning Disabilities K-12			15 sem. hrs.
Ed. 317	Specific Learning Disabilities	3	
321	Diag., Presc. and Assess. Tech.	3	
324	Curriculum Dev. for SLD	3	
441	Practicum—SLD	3	
471	Student Teaching—SLD	3	
d. Gifted Education K-8			15 sem. hrs.
Ed. 314	The Gifted and Talented	3	
321	Diag., Presc. and Assess. Tech.	3	
323	Curr. Development for Gifted	3	
442	Practicum—Gifted	3	
472	Student Teaching—Gifted	3	

B. Subject Specializations Grades 5-8*

(May be added to K-8 Early/Middle program only.) (See course requirements for each specialization in catalog section for that division.)

Art	Language Arts	Science
Consumer and Homemaking Education	Mathematics	Social Studies
Industrial Arts	Oral Communications	French

*Requires Special Methods 431 in the Gr 5-8 specialization. This course must be taken prior to the semester one enrolls in Initial Performance Practicum.

Middle/Adolescent and K-12 Education

General Studies		40 sem. hrs.
English		Min. 15 hrs., Max. 21 hrs.
English*	104	Written English3
	108	Advanced Written English3
	250	Survey of English Literature3
	260	Survey of American Literature3
Speech	221	Classroom Communication3

Fine Arts**2 sem. hrs.**

Art	255	History and Appr. of Art
or		
Art	155	Theory of Art (for Art majors)
or		
Music	205	Music Appreciation
or		
Music	207	Beginning Recorder
or	**206	Music Appr. (for Music majors)
or		
Theatre	100	Theatre Appreciation

Approved Electives in Humanities:

Art 155*** or 255 or Music 205
or Music 207 (not used above)

*Prior to enrolling in English 104, Developmental Skills 101 Basic Communications, is strongly recommended for those who do not meet certain minimum standards.

**Music 206 is for Music majors only.

***Art 155 is for Art majors only.

Social Sciences**Min. 12 hrs., Max. 15 hrs.**

Economics	200	Economics	3
Geography	210	Intro to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	111	History of Civilization I	3
	112	History of Civilization II	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3

Science and Mathematics**Min. 9 hrs., Max. 12 hrs.**

Math*	205	Fund. Concepts of Math (required)	3
and			
Phys. Sci.		6
	100	Scientific Methodology (required)	2
and select two of the following:			
	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2
or			
Biology	101	Intro. to Biology	4
	102	Intro. to Biology	4
or			
Biology	103	Intro. to Envir. Biology	4
or			
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
or			
Chemistry	105	Chemical Principles	5
	106	Chemical Principles	5
or			
Geology	101	General Geology	3
	102	General Geology	3
or			
Physics	101	Intro. to Physics	4
	102	Intro. to Physics	4

*Not required for students who complete a Math 5-8 or 5-12 teaching specialization. Math 115 fulfills this requirement.

Physical Education		Min. 2 hrs.
P.Ed.	102-170	Physical Education Activity
	101	Basic Physio Conditioning-Health.....

Professional Education-Middle/Adolescent and K-12		27 sem. hrs.
Education	200	Intro. to Education
	250	Found. of American Education
	302	Human Growth and Child Development
	303	Educational Psychology
	430	Reading Instruction in the Secondary Content Area
	432	Evaluation Techniques in the Secondary School
	433	Instruction in the Second. School
	Sp. Meth. *431	Special Methods (in subject specialization)
	Education 450	St. Teaching Exp. (secondary)
	421	St. Teaching Exp. (K-12) (elem.)
	422	St. Teaching Exp. (K-12) (elem.)

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials must be completed for both specializations. The student teaching assignments must also include teaching experience at each developmental level to be named on the license.

Middle/Adolescent Education
Program Options

A. Grades 5-12, Single Specializations Division
(two specializations required)

Art	Fine Arts
Behavior Disorders*	Education
Biology	Science and Mathematics
Business Education, Secretarial	Commerce
Business Education, Business Principles	Commerce
Chemistry	Science and Mathematics
English—Language Arts	Language and Literature
French	Language and Literature
Gifted Education*	Education
General Science	Science and Mathematics
Industrial Arts/Technology	Technology
Journalism	Language and Literature
Mathematics	Science and Mathematics
Mental Retardation**	Education
Oral Communications	Fine Arts
Physical Education	HPERS
Physics	Science and Mathematics

*See specific program requirements as illustrated under Multi-Subjects Education Program Options.
**May be added to Consumer and Homemaking Education, I.A. Technology grades 5-12 or Art, Music, Physical Education grades K-12 only.

B. Grades 5-12, Comprehensive Specializations
(no additional specialization required)

Business Education	Commerce
Consumer and Homemaking Education	Technology/Home Economics
Industrial Arts/Technology	Technology
Social Studies	Social Science

C. Grades 5-8 Specializations
(must be combined with single or comprehensive specialization)

Consumer and Homemaking EducationTechnology/Economics
Language ArtsLanguage and Literature
Social StudiesSocial Science

D. Grades K-12 Specializations

Art—No second specialization requiredFine Arts
Health—Must add 5-8, 5-12; or K-12 fieldHPERS
Music—No second specialization requiredFine Arts
Physical Education—Must add 5-8, 5-12, or K-12 fieldHPERS
School Library-Media—May be added to
5-12 or K-8Language and Literature



The Division of Education/Health, Physical Education, Recreation, and Safety offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Bachelor of Science-Health Science

Major

58 sem. hrs.

Course Requirements

Health	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101 and Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
	450	Field Practicum in Public Health	4

Major-Related Requirements

Physical Ed.	211	Anatomy and Physiology (PR: Biology 101, 102)	4
Emer.Med.Ser.	100	Emergency Medical Training	4
Safety	203	General Safety Education	3
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
Psychology	210	Personal Adjustment	3
	250	Community Psychology	3
Sociology	200	Social Problems	3
	230	Social Psychology	3
Education	220	Areas of Exceptionality in Special Education	3

Minor-Heath Science

20 sem. hrs.

Health	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101, Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2

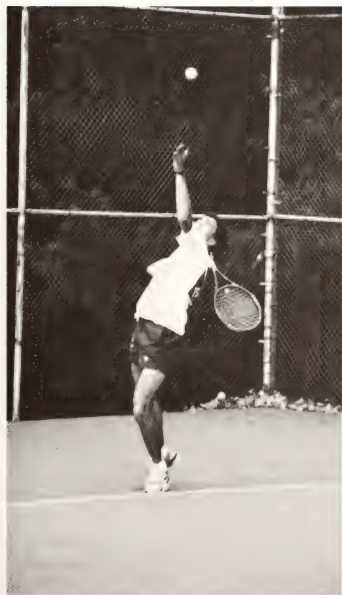
The Division of Health, Physical Education, Recreation and Safety offers a Bachelor of Arts Degree in Health Education K-12.

Teaching Field in Health Education K-12**Course Requiements****38 sem. hrs.**

Health	100	Personal Health	2
	150	Introduction to Health Science	2
	200	Foundations of Health Education	2
	202	Community Health Problems	3
	310	School Health Programs	3
	370	Contemporary Health Issues	3
	400	Methods in Elementary Health Instruction	2
	410	Seminar in Public Health Education	4
	431	Methods and Materials in Health Education	2
	211	Anatomy and Physiology	4
Physical Ed.	211	Anatomy and Physiology	4
Safety	101	First Aid	2
	203	General Safety Education	3

Electives - Select six hours from one of the following groups.

Health	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
or			
Education	220	Areas of Exceptionality in Special Education	3
	221	Education of Exceptional Children	3



Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades 5 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science—Physical Education

Major

Course Requirements			43 sem. hrs.
Sport Science			13
Physical Ed.	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Biomechanics (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3
Sport Theory			4
Physical Ed.	121	Intro. Seminar in Educational Sport	2
	222	Foundations of Educational Sport (PR: PE 121)	2
Sport Laboratory			12
Physical Ed.	231	Early Psychomotor Activities (PR: PE 121, Majors Only)	2
	232	Basic Aquatics (PR: PE 121, Majors Only)	2
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	146	Folk and Square Dance	2
Related Science			8
Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4
Required Electives (Select Two)			6
Psychology	230	Social Psychology	3
	240	Statistics	3
Sociology	301	Anthropology	3

Minor**Course Requirements 35 sem. hrs.****Sport Science 13**

Physical Ed.	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Biomechanics (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory 4

Physical Ed.	121	Introductory Seminar in Educational Sport	2
	222	Foundations of Educational Sport	2

Sport Laboratory 10

Physical Ed.	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2

Minimum 8 hours

	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/ Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	146	Folk and Square Dance	2

Related Science 8

Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4

Teaching Field in Physical Education**Single Teaching Field 5-12 38 sem. hrs.****Course Requirements****Sport Science 13**

Physical Ed.	*211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	*212	Physiology of Exercise (PR: PE 211)	3
	*313	Biomechanics (PR: PE 211)	3
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory 13

Physical Ed.	*121	Introductory Seminar in Educational Sport	2
	*222	Foundations of Educational Sport (PR: PE 121) ..	2
	*223	Evolution of Instruction in Sport (PR: PE 222) ..	3
	*324	Educational Sport (PR: PE 222, 223)	3
	*325	Psychomotor Analysis Lab (PR: PE 231 and 324)	3

Sport Laboratory 12

Physical Ed.	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
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	*232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	*233	Advanced Aquatics and Lifesaving (PR: PE 121, Majors Only, Consent)	2
		Minimum 8 hours	
	*234	Individual and Dual Sports (PR: PE 231)	2
	*235	Team Sports—Men's Regulations (PR: PE 231)	2
	*236	Team Sports—Women's Regulations (PR: PE 231)	2
	*237	Gymnastics—Men's Regulations (PR: PE 231) . . .	2
	*238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	*146	Folk and Square Dance	2

*Must be completed prior to the Initial Performance Practicum.

Subject Specialization K-12 **43 sem. hrs.**

Course Requirements

Sport Science			13
Physical Ed.	*211	Anatomy and Physiology (PR: Biology 101-102)	4
	*212	Physiology of Exercise (PR: PE 211)	3
	*313	Biomechanics (PR: PE 211)	3
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 211)	3
Sport Theory			13
Physical Ed.	*121	Introductory Seminar in Educational Sport	2
	*222	Foundations of Educational Sport (PR: PE 121)	2
	*223	Evaluation of Instruction in Sport (PR: PE 222)	3
	*324	Educational Sport (PR: PE 222, 223)	3
	*325	Psychomotor Analysis Lab (PR: PE 231, PE 324)	3
Sport Laboratory			12
Physical Ed.	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
	*232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	*233	Advanced Aquatics-Lifesaving (PR: PE 121, Majors Only, Consent)	2
		Minimum 8 hours	
	*234	Individual and Dual Sports (PR: PE 231)	2
	*235	Team Sports—Men's Regulations (PR: PE 231) . .	2
	*236	Team Sports—Women's Regulations (PR: PE 231)	2
	*237	Gymnastics—Men's Regulations (PR: PE 231) . .	2
	*238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	*146	Folk and Square Dance	2
Related Requirements			5
Health	204	Health/Safety Seminar	3
Physical Ed.	431	Methods and Materials in Teaching Physical Education	2

*Must be completed prior to the Initial Performance Practicum.

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees

24 sem. hrs.

Course Requirements

Recreation	141	Introduction to Recreation	3
	143	Outdoor Recreation	3
	144	Group Leadership (PR: REC 141)	3
	145	Program Planning and Organization (PR: REC 141)	2
	146	Folk and Square Dance	2
Physical Ed. Safety	301	Day Camp Administration (Summer Sessions Only)	3
	234	Individual and Dual Sports	2
	200	Accident Analysis and Emergency Care	2
			Minimum 2 hours
Physical Ed.	232	Basic Aquatics	2
	233	Advanced Aquatics—Lifesaving	2
	381	Water Safety Instructors	2
			Minimum 2 hours
	235	Team Sports—Men's Regulations	2
	236	Team Sports—Women's Regulations	2

Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements

15 sem. hrs.

Physical Ed.	355	Scientific Foundations of Sport Coaching	4
	356	Administration and Coaching of Sport	3
	357	Medical-Legal Aspects of Sport Coaching	2
	358	Techniques of Sport Coaching	6



Fine Arts

(Art, Music, Speech Communication and Theatre)

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

Minor **24 sem. hrs.**

History of Art Courses
(See Courses of Instruction) 5
Studio Work Courses
(See Courses of Instruction) 19

Teaching Fields

Art Specialization K-12 **57 sem. hrs.**

Required Courses

Art	*140	Art Structure and Applied Design.....	3
	*141	Art Structure and Applied Design.....	3
	*142	Drawing	3
	*241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	262	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	284	Modeling and Sculpture	3
	355	Problems in Teaching Art I	2
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	384	Pottery	3
	470	Senior Exhibit	1
	431	Methods and Materials in Teaching Art	2

Electives to be selected from the following studio courses:

Painting: Art 361, 362, 364, 461, 462, 463.

Pottery: Art 464. Sculpture: Art 465.

Graphics: Art 341. Area Studies: Art 467, 468, 469 6

Art Single Teaching Field 5-12 **38 sem. hrs.**

Required Courses

Art	*140	Art Structure and Applied Design.....	3
	*141	Art Structure and Applied Design.....	3
	*142	Drawing	3

241	Drawing from Life	3
*155	Theory of Art	2
*261	Painting	3
278	Ancient and Medieval Art	3
283	Modeling and Sculpture	3
356	Problems in Teaching Art II	2
363	Painting in Watercolor	3
377	Italian and Northern Renaissance Art	3
378	19th Century and Contemporary Art	3
383	Pottery	3
470	Senior Exhibit	1

Art Subject Specialization 5-8**30 sem. hrs.****Required Courses**

Art	*140	Art Structure and Applied Design.....	3
	*141	Art Structure and Applied Design.....	3
	*142	Drawing	3
	155	Theory of Art	2
	*241	Drawing from Life.....	3
	*283	Modeling and Sculpture	3
	353	Elementary Art Education I.....	2
	354	Elementary Art Education II	2
	*363	Painting in Watercolor	3

Elective to be selected from the following courses:

Painting: Art 261, 262, 361, 362, 364. Pottery: Art 383, 384.

Sculpture: Art 285, 465. Graphics: Art 341. History of Art:

Art 278, 377, 378. Area Studies: Art 467, 468, 469

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2 + 2 program in which successful completion of the associate degree in Commercial Design/Graphics constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major**Course Requirements****90-91 sem. hrs.***

Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life.....	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History.....	3
	467	Area Studies in Drawing & Painting	3
	468	Elective in Art.....	2
Tech.	Drf.-100	Engineering Graphics	3
	Gct.-100	Printing Processes Graphics	3
		Common Processes	3

	-200	Image Assembly I.....	3
	-210	Image Transfer Mechanisms I	3
	-230	Layout and Design I	3
	-240	Graphic Arts Photography	3
	-260	Practicum	6
	-300	Basic Photography	3
Bus.Ed.	101	Beginning Typewriting	
or		or	
Bus.Ed.	102	Intermediate Typewriting/Keyboarding	2/3
English	109	Technical Report Writing	3
Journ.	240	Reporting	3
	320	Advertising.....	3
	343	Copy Editing and Make-up	3
	312	Publication Problems.....	3

Electives**9 sem. hrs.**

GCT	220	Estimating & Cost Analysis	3
	270	Screen Print. *Techniques	3
	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout & Design II	3
	340	Image Trans. Mech. II	3
	410	Printing Techniques	3
	420	Computer Apl. to Graphic Comm	3

*In addition to these 90 program hours, the student must complete the B.S. General Studies Requirements.

Music

The Music Department offers a minor in music for the Bachelor of Arts Degree and a Comprehensive (K-12) Music major under the Bachelor of Arts in Education Degree. In addition, a concentration in music is available for the Bachelor's degree in Interdisciplinary Studies. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano, and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band, and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, ACDA, Kappa Kappa Psi, and Sigma Alpha Iota, professional sorority for women music students.

In 1966, the music department moved into Wallman Hall. It is well equipped with musical instruments and materials and its facilities include an electronic piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall Auditorium.

Requirements**Minor****26 sem. hrs.****Required Courses**

Music Theory:	8
Music 109 & 110 Theory, Comprehensive (Music 108 Beginning Theory may be recommended as elective)	
Appreciation:	3
Music 206, Music Appreciation for Majors	
Conducting:	2
Music 245, Fundamentals of Conducting	
Participation:	4
Music 167, 168, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)	
Applied Music:	9
*Music 105 or 107, Piano (minimum 4 hours, proficiency exam)	4
**Music 139, Class Voice	1
(Music 103, 107, 141, 177-197)	4
All four hours in same course number	
*Music minors with a piano emphasis may substitute four hours credit in music elective.	
**Music minors with a vocal emphasis may substitute one hour credit in a music elective.	

Curriculum for Teaching Specialization in Music

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12**60 sem. hrs.**

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

Theory, Comprehensive:	18 sem. hrs.
Music 109, 110, 209, 210 Comprehensive Theory*	16
Music 309, Orchestration*	2
History and Appreciation:	9 sem. hrs.
Music 101, Recitals and Seminar (each semester)*	N/C
Music 206, Music Appreciation for Majors*	3
Music 313, 314 Music History*	6
Conducting:	4 sem. hrs.
Music 245, Fundamentals of Conducting*	2
Music 347, Advanced Conducting (Instrumental and Choral)*	2
Participation:	4 sem. hrs.
Music 167, 168, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)*****	
Applied Music and Classes:	19 sem. hrs.
Applied Major (Emphasis)	
I-VII*	7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice	
Instrumental Classes	5
211, String Class I-II*	1
(Recommended all majors take 211-II)	
213-I Brass Class*	1
215-I Woodwind Class*	1
217 I Percussion Class*	1
170-171 Lab Band-Orch.**	1
Music 440, Senior Recital	1
(See FSC Music Supplement for applied requirements)	

Additional Requirements	6
Choral Emphasis:	
Instrumental Class II	1
or Music 320, Keyboard Accomp.***Piano***	
105, I-II, Piano Class*	2
107, I, II, III Piano	3
Instrumental Emphasis:	
Instrumental Class II	1
Note: Brass Majors must take 215 and 415, Woodwind majors must take 213, Percussion majors must take 213 and 413 and 215 and 415, and may be excused from 217 by passing rhythmic reading proficiency.	
Piano***105, I and II, Piano	2
Class* 107, I-II, Piano	2
139 Voice Class	1
Piano and Organ Major:	
Instrumental Class II	1
or 103 Organ or 320 Keyboard Accompanying.	
Applied Minor (Instrumental or Voice)	4
139 Voice Class	1
Music Education:	6 sem. hrs.
Music 328, Elementary Music Methods, Materials and Administration*	2
Music 429, Instrumental Methods, Materials and Administration*	2
Music 430, Choral Methods, Materials and Administration*	2
Note: Music 431, Methods and Materials in Teaching General Music, 5-12 (Educational Block Course).	
All Music majors with an instrumental emphasis must take Band their freshman and sophomore years and at least one semester of chorus is recommended.	
All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.	
*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.	
**Music majors are required to enroll for two semesters of Laboratory Band-Orchestra.	
***Piano proficiency is required of all music students and is certified by an examination. The examination may be attempted upon completion of one or more hours of piano study. If successful the student may substitute other music electives for the remaining hours. If the examination is failed, the student must continue to take piano lessons until the proficiency exam is passed.	
****Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.	
*****A music major or minor, in addition to the four hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.	

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices to develop their knowledge and skills through study and performance. The use of oral communication skills still dominates individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop oral communication competence and expertise which will prepare them to meet employment and societal responsibilities.

The goal of all curricular and co-curricular activities of the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide

variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A Bachelor of Arts major degree program in Speech Communication, a liberal arts program, which can be paired with any academic minor desired by the student.
3. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
4. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
5. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communications (Speech Communication and Theatre).
6. Bachelor of Arts in Education, Subject specialization, grades 5-8 in Oral Communications (Speech Communication and Theatre).
7. Bachelor of Interdisciplinary Studies (see page 123) can be utilized to develop a program using courses from this department with a wide selection of courses from the rest of the College in order to build a unique degree aimed at a specific career. (See the coordinator of the department to discover the range of possibilities.)

The co-curricular activities of this department are open to all students.

For detailed information see Forensics and Theatre under Student services and Organizations in this catalog, p. 39.

Bachelor of Arts in Speech Communication

38 sem. hrs.

Required Courses

33 sem. hrs.

Speech	105	Voice & Diction	3
	171	Intro. to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Communication	2
Theatre	220	Oral Interpretation	2
	233	Interpersonal & Small Group Communication	3
	241	Argumentation & Debate	3
	303	Listening: Theory & Practice	3
	337	Persuasive Communication	2
	345	Oratory	1
	361	Speaking for Business & Professionals	3
		or	
	369	Communication in Organization	3
	421	Extemporaneous Speaking	1
	459	Speech Correction	3
	469	Seminar in Ethical & Legal Issues of Communication	3

Electives (only 3 credits are allowed from any one course)

5

Speech	103	Listening Skill	1	
	249/449	Intercollegiate Debate Practicum	1	(I-VIII)
	271/272	Broadcast Practicum	1	
	439	Public Speaking Practicum	1	(I-VIII)

	491	Directed Study	1-4	
	199	Special Topics in Speech Communication	1-12	
	361	Speaking for Business & Professionals	3	
		or		
	369	Communication in Organization	3	
Theatre	228/428	Oral Interpretation Practicum	1	(I-VIII)

Speech Communication Minor**25 sem. hrs.****Required Courses****22 sem. hrs.**

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Speech Communication	3
	233	Interpersonal and Small Group Com	3
	241	Argumentation and Debate	3
	337	Persuasive Communication	2
	345/421	Oratory/Extemporaneous Speaking	1
	459	Speech Correction	3

Electives**Minimum 3 sem. hrs.**

Speech Com.	103	Listening Skills	1
	249 or	Intercollegiate Debate I-IV	
	439 or	Public Speaking Practicum I-VIII	
	449	Intercollegiate Debate I-IV	1
	199	Special Topics	1
	303	Listening Theory & Practice	3
	361	Speaking for Business and Professionals	3
	369	Communication in Organizations	3
	491	Directed Study in Speech Com	1

1. Elective Courses in Speech Communication may be selected from the Speech Communication course offerings.

2. Recommended Related Courses

English 319, Journalism 270, Psychology 201, Psychology 240.

Bachelor of Arts in Theatre**35 sem. hrs.**

Speech Com.	105	Voice and Diction	3
Theatre	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatre Production	2
	148 ¹	Theatre Workshop	1
	212	Theatre Makeup	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Th. Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1
Electives in Theatre ²			10

1. One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatre Production). Previously acquired credit will not fulfill the requirement.

2. At least 5 hours in Theatre electives must be in upper division courses.

Theatre Minor**25 sem. hrs.**

Speech Com.	105	Voice and Diction	3
Theatre	110 or 100	Introduction to Theatre or Theatre Appreciation	2
	114	Body Training and Stage Movement	2
	140	Theatrical Production	2
	148*	Theatre Workshop I-IV	1
	212	Theatrical Make-up	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Theatrical Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Previously acquired credit in Theatre 148 or 348 will not fulfill the requirement.

Elective Courses in Theatre

May be selected from the Theatre course offerings.

Recommended Related Courses

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

Performance

In order that a student majoring or minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level of proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Town and Gown Players, Masquers, Jr., or studio theatre presentations.

Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.

Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.

Radio/TV: acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Teaching Field in Oral Communications
(Speech Communication and Theatre)
Single Teaching Field, Grades 5-12**32 sem. hrs.****Required Courses****27 hrs.**

Speech Com.	*105	Voice and Diction	3
	*171	Introduction to Broadcasting	2

Theatre**	*140	Theatrical Production	2
	*148	Theatre Workshop	1
Speech Com.	*221	Classroom Communication	3
Theatre	*220	Oral Interpretation	2
Speech Com.	*337	Persuasive Communication	2
	*241	Argumentation and Debate	3
	345	Oratory	1
Theatre	*230	Acting	2
	*336	Theatrical Directing	2
	*438	Theatrical Directing Practicum	1
Speech Com.	459	Speech Correction	3
	***431	Methods and Materials for Teaching Speech Communication and Theatre	2

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431 must be taken during the Initial Performance Practicum. It must be taken in either the junior or senior year by all oral communications majors.

Elective Courses

5 sem. hrs.

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

Oral Communications, Subject Specialization 5-8

26-27 sem. hrs.

Required Courses

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	221	Classroom Communication	3
Theatre	220	Oral Interpretation	2
Speech Com.	337	Persuasive Communication	2
or			
Speech Com.	233	Interpersonal and Small Group Com	3
Theatre	230	Acting	2
	336	Directing	2
	438	Directing Prac	1
	350	Children's Drama	3
	354	Creative Drama Practicum	1
Speech Com.	459	Speech Correction	3
	*431	Methods and Materials in Teaching Speech Communication and Theatre	2

Note: Speech Communication 431 must be taken during the Initial Performance Practicum.

Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 5-12 or 5-8) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Professional Block by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary cocurricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Performance Areas-(see list on page 92)



Language and Literature

(English, French, Spanish, Journalism,
and Library Science)

English

The English program provides instruction in the English language and literature as part of the College's general requirements. In addition, the department offers a bachelor of arts degree and three teaching specializations in English education. Two minors, one in business and technical writing and one in literature, are also available. Students in any program may select from a variety of courses to enhance their knowledge of English.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 25 or higher on the English section of the Enhanced ACT or 470 on the English section of the SAT. See page 17.

Major in English—Bachelor of Arts

30 sem. hrs.

Preliminaries: In addition to the General Studies requirements in English (Eng. 104, 108, 250, 260), the major is required to complete 30 hours of English courses beyond the 200 level, according to the following plan:

Section 1. All students must take:

English 315, Shakespeare	3
English 341, Survey of World Literature	3

Section 2. Students must select one course from each of the following groups:

Group A

(Select one)	3
English 353, Eighteenth-Century Literature	
420, Seventeenth-Century Literature	
421, Chaucer*	

Group B

(Select one)	3
English 311, Literature of the Romantic Period	
312, Literature of the Victorian Period	
346, The British Novel	

Group C

(Select one)	3
English 319, General Semantics	
321, Study of the English Language	
421, Chaucer*	

Group D

(Select one)	3
English 302, Narrative and Descriptive Writing	
413, Expository Writing	

Group E

(Select one)	3
English 347, The American Novel	
350, American Prose	
360, Major American Poets	

Group F

(Select one)	3
English 318, Modern Drama	
343, The Current Scene in Literature	

*Chaucer may be counted only once, either in Group A or C.

Section 3. Six additional hours must be selected from among the groups in Section 2 or from a combination of those and the following courses

English 322, The Short Story	6
342, Survey of World Literature	
348, The Bible as Literature	
351, Minority Literature	
352, Southern Literature	
372, The Art of the Motion Picture	
376, Civilization-A Personal View	
422, The British Drama	
423, Literary Criticism	

Section 4. The following courses can only be taken as electives. They do not count toward the required 30 hours.

English 207, Children's Literature	
371, Folk Literature	
450, Honors Literature*	
460, Independent Studies	

*To enroll, a student must have the consent of the Honors Committee.

Minor in English**18 sem. hrs.**

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor is required to complete 18 hours in English courses beyond the 200 level, according to the following plan:

Required Courses on the 300-400 level:**18 sem. hrs.**

English 315, Shakespeare	3
341, Survey of World Literature	3
One course selected from Groups A or B, above	3
One course selected from Groups C or D, above	3
Two courses, 300-400, selected from Sections 1-3, above	6

OR**Minor in Business and Technical Writing****18 sem. hrs.**

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor taking this option is required to complete 18 hours in English and journalism courses according to the following plan:

English 109, Technical Report Writing	3
309, Advanced Technical Communication	3
413, Expository Writing	3
Journalism 240,* Reporting I	3
312, Publication Problems	3

*Journalism 240 should be taken before Journalism 312.

Teaching Field in English and Language Arts**English-Language Arts Single Teaching Field 5-12****39 sem. hrs.****Requirements**

Journalism	240	Reporting I	3
Education	*300	Reading Process	2
	*304	Developmental Reading	2
English	315	Shakespeare	3
	319	General Semantics	3
	*321	Study of the English Language	3
	423	Literary Criticism	3
	431	Methods of Teaching English	2

Selective Requirements (Choose any two courses from the following group.)6

English	311	Lit. of the Romantic Period
	312	Lit. of the Victorian Period
	353	Eighteenth-Century Lit.
	420	Seventeenth-Century Lit.
	421	Chaucer

Selective Requirements (Choose one course from each of the following groups.)

English	318	Modern Drama or	
	422	The British Drama	3
	346	The British Novel or	
	347	The American Novel	3
	302	Narr. and Descrip. Writing or	
	413	Expository Writing	3
	343	The Current Scene in Lit. or	
	351	Minority Literature or	
	352	Southern Literature or	
	360	Major American Poets	3

English Language Arts Subject Specialization 5-8**30 sem. hrs.****May be added to 5-12 or 9-12 only****Requirements**

English	207	Children's Literature	3
	315	Shakespeare	3
	319	General Semantics	3
	*321	Study of the English Language	3
	342	Survey of World Literature	3
	343	The Current Scene in Literature	3
	431	Methods of Teaching English	2
Education	*300	The Reading Process	2
	*304	Developmental Reading	2

Selective Requirements (Choose from each of the following groups.)

English	351	Minority Literature or	
	352	Southern Literature	3
	302	Narrative and Descr. Writing or	
	413	Expository Writing	3

English-Language Arts Subject Specialization 5-8**23 sem. hrs.****May be added to multi-subjects only****Requirements**

English	207	Children's Literature	3
	302	Narrative and Descr. Writing	3

319	General Semantics	3
*321	Study of the English Language	3
322	The Short Story	3
360	Major American Poets	3
*431	Methods of Teaching English.....	2

Selective Requirements (choose one course from the following group).....3

Library Sci.	210	Lib. Materials for Adolescents
English	341	Survey of World Lit.
	348	The Bible as Literature
	371	Folk Literature

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

(In collaboration with the Foreign Language Department of West Virginia University)

B.A. 30 sem. hrs.

B.A. in Education 32 sem. hrs.

(Single Teaching Field, Grades 5-12)

Required Courses

Note that six hours of the starred courses can be taken at West Virginia University. Alternatively, these courses may be taken on the Fairmont State College Campus. See section on Advanced standing, page 17.

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	*292	Pro-Seminar. First Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each) ...	6
		or	
	**292	Pro-Seminar. Second Option. (Conversation and Contemporary French Culture).....	6
	311	French Composition and Conversation I	3
	312	French Composition and Conversation II	3
	314	French Civilization and Culture.....	3
	426	Main Currents of French Literature and Culture	3
	431	Methods and Materials in Teaching French	2
		(Required for the B.A. in Education)	

*France in Perspective and Contemporary Literature may be taken at West Virginia University or Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas. This is optional and may be substituted by taking Option one.

Minor**24 sem. hrs.****Required Courses****15**

101, 102, 201, 202, and either 311 or 312

Electives**9**

Selected from any of the remaining French courses.

French Subject Specialization, Grades 5-8**Required Courses****20 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	311	French Composition and Conversation I or French 312 Composition and Conversation II	3
	314	French Civilization and Culture	3
	431	Methods and Materials in Teaching French	2

Journalism

The Journalism curriculum provides students with a varied academic program and unlimited choices for practical mass media experience. Academically, students may select from the following Journalism programs:

- **Journalism as a teaching specialization, grades 9-12**—for those who will teach high school journalism and advise school newspapers, yearbooks, magazines, etc. Offered as a single teaching field or teaching major, it requires a minimum of 24 semester hours plus an additional teaching field and departmental recommendation.
- **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees offered at this college. The minor provides non-teaching students with two options: the 16-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.
- **Journalism as an Interdisciplinary Degree concentration** with at least one other field. Course selection is dependent upon individual career goals and faculty and administrative approval of students' proposals for their individual programs. (See Interdisciplinary Degree information on page 123.)
- **Journalism as part of the Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval. (See Regents' degree information on page 275.)

All of these programs provide additional expertise in Journalism through practical experiences through staff work on the award-winning student publications—*The Columns*, the college's weekly newspaper, and *Mound*, the college yearbook, both of which consistently achieve national and state recognition for excellence—and by internships at the local newspaper, the *Times-West Virginian*, where students master usage of video display terminals while gaining reportorial skills as reporters under the supervision of professional journalists.

Students in any of these Journalism programs should consult the Journalism coordinator in 121 Library Building either before enrolling or before the end of their first semester on campus to determine the schedule and sequence of courses and to apply for work on the student publications. Staff work is open to all students.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240, 312, 320, and 343); in English Education (Journalism 240); and in Commercial Design/Graphics Technology (Journalism 320). Students in any of these programs should check with the Journalism coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Attention should be paid to the fact that completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312, 330, 340, 341, and 343. Students should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, The Newspaper and Society, and the History of American Journalism. Secondary teachers, whatever their major, may choose Journalism as an additional teaching field.

Those interested in advising school publications should complete the 24 hours required for teacher certification, grades 9-12. Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

Designed to meet the needs of both teaching and non-teaching students, the journalism program has five broad objectives: to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material for the media so that both journalism teaching majors and non-teaching minors are prepared for work in print or broadcast journalism.

Journalism students are urged to elect courses in language, literature, commerce, social studies, broadcasting and printing if they plan careers in mass communications. **Non-teaching minors, as well as students with journalism as a teaching specialization, must take active parts in publishing the college newspaper, *The Columns*, and the year-book, *Mound*, in order to receive departmental recommendation.** Completion of course requirements without practical application as staffers on these publications is not sufficient preparation for effective journalists.

Journalism Teaching Field,** Grades 9-12

26 sem. hrs.

Course Requirements

Journalism	*240	Reporting I	3
	*270	Communications in Society	2
	*280	History of American Journalism	3
	*312	Publications Problems	3
	320	Principles of Advertising	3
	334	News Photography	2
	*340	Journalism Practice	2
	*343	Copy Editing and Makeup	3
	431	Methods in Teaching Journalism	2

A minimum of three elective hours is required to complete these requirements:

Journalism	271	The Newspaper and Society	3
	330	Advanced Reporting	3
	341	Journalism Practice	2

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

**Students in this field must complete an additional teaching field or specialization for Grades 5-12. Journalism 240 should be followed as soon as possible by Journalism 343 so students will be ready for practical experience working on campus publications.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees 16 sem. hrs.

Journalism	*240	Reporting I	3
	270	Communications in Society	2
	280	History of American Journalism	3
	312	Publications Problems	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Journalism Minor-Technical Writing Option 18 sem. hrs.

English	109	Technical Report Writing	3
Journalism	*240	Reporting I	3
	343	Copy Editing and Makeup	3
	312	Publications Problems	3
English	319	General Semantics	3

A minimum of three elective hours must be selected from among these courses:

English	413	Expository Writing	3
	309	Advanced Technical Communications	3
	330	Advanced Reporting	3

In addition, the following electives are suggested:

English	309	Advanced Technical Communications	3
	413	Expository Writing	3
Journalism	330	Advanced Reporting	3
	340	Journalism Practice	2
	341	Journalism Practice	2
	320	Principles of Advertising	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools, students who desire a minor that will prepare them for positions in public, academic, and special libraries, and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Minor**24 sem. hrs.**

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Lib. Sci.	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	304	Organization and Administration	3
	305	Library in the Educational Process	3
	400	Library Practice	3
English	207	Children's Literature	3
Education	424	Educational Technology	3

Teaching Field as School Librarian**School-Library Media K-12****24 sem. hrs.**

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

Lib. Sci.	*200	Reference and Bibliography	3
	*210	Library Materials for Adolescents	3
	*302	Cataloging and Classification	3
	*304	Organization and Administration	3
	*305	Library in the Educational Process	3
	400	Library Practice	3
English	*207	Children's Literature	3
Education	*424	Educational Technology	3

*Must be completed prior to admission to I.P.P.

Spanish

Students taking Spanish courses enroll in a program aimed at developing skills in reading, speaking, understanding, and writing the Spanish language. Information about the cultures of Spain and Latin America forms a part of the courses offered in the program with the view that there will be increased commercial, political, and cultural contact with the Spanish-speaking peoples of the world. See section on Advanced Standing, Page 16.

Minor B.A. and B.S. Degrees**18 sem. hrs.**

Spanish	101	Elementary Spanish I	3
	102	Elementary Spanish II	3
	201	Intermediate Spanish I	3
	202	Intermediate Spanish II	3
	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3



Science and Mathematics/ Health Careers

(Biology, Chemistry, Geology, Mathematics, Physical Science, Physics, and Allied Health Administration)

Biology

The Division of Science and Mathematics offers programs designed to service both undergraduate non-majors and those pursuing major areas of study in the biological sciences. The student may earn a B.A. in Education or a Bachelor of Science degree. The Division employs a highly specialized staff capable of instructing in areas from classical biology to molecular biology. Field research and field studies are highly stressed as integral parts of the overall program. Facilities and equipment are available for independent research by students and/or staff.

All biology laboratories are located on the fourth floor of Hunt-Haught Hall. This modern facility consists of eight student labs with modern equipment including closed-circuit TV, three research rooms, a photographic darkroom, and animal room and a plant house.

Students in both the B.S. and B.A. in Education degree programs are required to complete eight basic courses in biology designed to provide a comprehensive understanding of plant and animal life. Electives may be chosen from a wide range of advanced courses.

Advanced undergraduates are regularly employed as paid laboratory assistants.

Bachelor of Science Degree

Major

55-57 sem. hrs.

Required Courses

26 sem. hrs.

Biology	219	General Zoology	4
	220	Invertebrate Zoology	4
		or	
	221	Vertebrate Zoology	4
	230	General Botany	4
	310	Cell Biology	3
	368	Animal Physiology	4
		or	
	370	Plant Physiology	4
	380	Genetics	3
	210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany	3
	490	Seminar in Biology	1

Electives*

10 sem. hrs.

Required Related Courses

19-21 sem. hrs.

Chemistry	101, 102	8
	or		
	**105, 106	10
Physics	101, 102	8
Math	112		
	or		
	higher	3

*Ten hours of electives must be selected from the Biology curriculum.

**One unit of high school Chemistry is required for Chemistry 105, 106. Students lacking high school Chemistry must enroll in Chemistry 101 and 102.

Minor		25 sem. hrs.
Biology	219	General Zoology4
	220	Invertebrate Zoology4
		or
	221	Vertebrate Zoology4
	230	General Botany4
	310	Cell Biology3
	368	Animal Physiology4
		or
	370	Plant Physiology4
	380	Genetics3
	210	Field Biology
		or
	285	Field Zoology
		or
	290	Field Botany3

Teaching Field in Biology

Single Teaching Field, Grades 9-12 **46 sem. hrs.**

Required in Biological Science

Biology	*219	General Zoology4
	*220	Invertebrate Zoology4
		or
	*221	Vertebrate Zoology4
	*230	General Botany4
	*310	Cell Biology3
	*368	Animal Physiology4
		or
	*370	Plant Physiology4
	*380	Introduction to Genetics3
	*210	Field Studies in Biology3
		or
	*285	Field Zoology3
		or
	*290	Field Botany3

Electives in Biological Science

4 sem. hrs.

Required Related Courses

Chemistry	*101, 102	General Chemistry8
Physics	*101	Introduction to Physics4
Geology	*102	General Geology3
Science	431	Meh. and Mat. in Teaching Science2
		(offered only second semester of each year)

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Chemistry

Three programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The B.A. degree in chemistry includes a less rigorous grounding in mathematics but provides background suitable for employment in chemical or health-related agencies or industrial laboratories. It is an ideal premedical curriculum or it can provide a stepping stone to graduate school in biochemistry, pharmacology, or related fields.

(3) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Bachelor of Science Degree

Major

64-67 sem. hrs.

Required Courses

44 sem. hrs.

Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	4
	206	Instrumental Analysis	5
	305, 306	Organic Chemistry	10
	405, 406	Physical Chemistry	8
	440	Intermediate Organic Chemistry	3
	450	Intermediate Inorganic Chemistry	3
	460	Seminar	1

Related Courses

20-23 sem. hrs.

Physics	101, 102	Introduction to Physics	8
Mathematics	through Calculus III		12-15

Bachelor of Arts Degree

Major

54 sem. hrs.

Required Courses

39 sem. hrs.

Chemistry	105, 106, 205, 206, 305-306 (10 sem. hrs.)
	340, 440, 450, 460

Related Courses

15 sem. hrs.

Physics	101, 102
Mathematics	112, 115

Minor

19-20 sem. hrs.

Required Courses

Chemistry	105, 106 and either 205, 206 or 305, 306 (10 hrs.)
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Teaching Field in Chemistry

Single Teaching Field, Grades 9-12

36 sem. hrs.

Chemistry	*105, 106	Chemical Principles	10
	*205	Analytical Chemistry	4
	*206	Instrumental Analysis	5
	*305	Organic Chemistry	4
	*340	Physical Approach to Modern Chemistry	3
Physics	*101, 102	Introduction to Physics	8
Science	*431	Meth. and Mat. in Teaching Science (offered only second semester each year)	2
Chemistry	101, 102		
	103	may be substituted for 105, 106 in all programs.	

*Courses marked with asterisk must be completed prior to admission to the Initial Performance Practicum.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics may satisfy the requirements for at least one of four options: (1) The Bachelor of Arts in Mathematics as preparation for graduate study in Mathematics. (2) The Bachelor of Science in Mathematics as a preparation for work in computing or for graduate study in computer science. (3, 4) The Bachelor of Arts in Education (with a single teaching field or a subject specialization) as preparation for teaching Mathematics.

Math 116, 315, 316, and 361 are included in the requirements of each of the first three options and should be completed early in the programs.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the stated requirements.

Students should consult with their adviser concerning credit for prerequisites and special examinations for course credit. (See advanced standing credit.)

Major (B.A. Degree)

30 sem. hrs.

Required Courses

21

Math	116	Calculus I	4
	315	Calculus II	4
	316	Calculus III	4
	361	Abstract Algebra	3
	391	Introduction to Analysis	3
	401	Differential Equations	3

Electives in Mathematics9

(To be selected by student and adviser)

Major (B.S. Degree)

30 sem. hrs.

Required Courses

21

Math	116	Calculus I	4
	315	Calculus II	4
	316	Calculus III	4
	335	Probability and Statistics	3
	361	Abstract Algebra	3
	362	Linear Algebra	3

Electives in Mathematics6

(To be selected by student and adviser)

Related Courses3

CS	102	Principles of Programming I	3
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Minor

21 sem. hrs.

Required 116, 315, 316

Electives to be selected with adviser's approval. Three courses from the following with at least one from each group9

Group I

Math	335	Probability and Statistics I	3
	336	Probability and Statistics II	3
	342	Numerical Analysis	3
	362	Linear Algebra	3
	401	Differential Equations	3

Group II

Math	200	Mathematical Logic	3
	206	Introduction to Theory of Numbers	3
	361	Abstract Algebra	3
	391	Introduction to Analysis	3
	411	Advanced Calculus	3

Mathematics Subject Specialization 5-8**21 sem. hrs.**

(General mathematics through Algebra I)

Math	110	Mathematics for Elem. Teachers I	3
	210	Mathematics for Elem. Teachers II	3
	115	Intermediate Mathematics II	4
	372	Modern Geometry	
		or	
	323	Mathematics for Elem. Teachers III	3
	212	Sets, Relations and Functions	
		or	
	361	Abstract Algebra	3
	431	Methods and Materials in Teaching	
		Mathematics	2
CS	100	Intro. to Electronic Data Processing	
		or	
CS	102	Principles of Programming I	3

Comprehensive Teaching Field 5-12**39 sem. hrs.**

Math	115	Intermed. Math II	4
	116	Calculus I	4
	315	Calculus II	4
	316	Calculus III	4
	361	Abstract Algebra	3
	372	Modern Geometry	3
	431	Meth. and Mat. Teaching Math	2
CS	102	Prin. of Programming I	3
	120	Educational Microcomputing	3

Electives from the following courses

Math	200	Mathematical Logic	3
	201	Mathematical Logic	3
	206	Intro. to Theory of Numbers	3
	212	Sets, Relations, and Functions	3
	214	History of Math	3
	216	Introduction to Discrete Mathematics	3
	335	Probability and Statistics	3
	342	Numerical Analysis	3
	362	Linear Algebra	3
	375	Topology	3
	391	Intro. to Analysis	3
	401	Differential Equations	3
	411	Advanced Calculus	3
	413	Intro. to Complex Variables	3

Physics-Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

A B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees

31 hours

Required Courses

Physics 101, 102, and 310
 Physics 320, 321, or 420, 421
 Physics 340
 Mathematics 112, 115, and 116

Teaching Fields in Physics and General Science

Single Teaching Field

Physics Single Teaching Field, grades 9-12

33 sem. hrs.

Chemistry	*101	General Chemistry	4
	*102	General Chemistry	4
Physics	*101	Introduction to Physics	4
	*102	Introduction to Physics	4
	201	Demonstrations in Physics	2
	*310	Electricity and Electronics	4
		Electives	9
		Physics 6-9 hrs.	
		Chemistry 0-3 hrs.	
Science	431	Methods and Materials in Teaching Science	2
		(offered only second semester of each year)	

General Science Single Teaching Field 5-12

35 sem. hrs.

Biology	*101 and 102 or 103	8
Chemistry	*101-102	8
Geology	*101-102	6
Physics	*101-102	8
	*202	3
Phys. Sci.	431	2

General Science, Subject Specialization 5-8

31 sem. hrs.

Phys. Sci.	*100	2
	*103	2
	*105	2
Biology	*101 and 102 or 103	8
	*210 or 285 or 290	3
	*170	4
Phys. Sci.	*201-202	6
	*412	2
	431	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Bachelor of Science Degree in Allied Health Administration
(For students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide practicing clinical level health professionals with the education to become lower and middle level supervisors and managers in health care agencies. It is specifically designed for health service practitioners with an Associate in Science or Associate in Applied Science Degree who need administrative skills.

Successful completion of the applicable associate degree curriculum constitutes the first two years of this program. Students with associate degrees in any health career area will be given consideration.

To be eligible for admission to the Bachelor of Science Degree Programs in Allied Health Administration, a student must have an Associate Degree in a health related field from a college accredited by a regional association of colleges and schools.

The program is in effect a B.S. in Allied Health Administration with the associate degree in the health care profession serving as the minor. Requirements include general studies courses, business courses and core Allied Health courses. The Program may be completed on a full-time or part-time student basis.

B.S. Allied Health Administration
Minor in Medical Laboratory Technology

Course Requirements		135 Sem. hrs.
Semester 5		
English*	250	Survey of English Literature3
Social Science/History*	3
Fine Arts*	2
Allied Health	102	Pathophysiology
		of Disease3
Chemistry	305	Organic Chemistry4
		15
Semester 6		
English*	260	Survey of American Literature3
Social Science/History*	3
Physical Ed.*		Any basic activity course1
Management	308	Personnel Management3
Chemistry	306	Organic Chemistry4
		14
Semester 7		
Allied Health	427	Health Record Administration3
Economics	201	Economic Principles and Problems3
Allied Health	301	Health Care Organizations3
Management	309	Principles of Management3
Biology	219	Zoology4
		16
Semester 8		
Biology	220	Invertebrate Zoology
or		
Biology	221	Vertebrate Zoology4

Speech*	100	Introduction to Speech	3
Allied Health	302	Management Prob. of Health Care Delivery System	3
Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
			17

Electives

CS	100	Introduction to Electronic Data Processing
or		
CS	102	Principles of Computer Programming
Allied Health	100	Medical Terminology
	199	Special Topics in Allied Health
Business	310	Statistics

*General Studies Requirement.

B.S. in Allied Health Administration Minor in Medical Record Technology

Course Requirements**128-130 Sem. hrs.****Semester 5**

English*	250	Survey of English Literature	3
Fine Arts*			2
Economics	201	Economic Principles and Problems	3
Science/Math* (Take one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Elective			3
			14-15

Semester 6

English*	260	Survey of English Literature	3
Allied Health	372	Legal and Medical Ethics	3
Physical Education*		Any basic activity course	1
Science/Math* (Continue one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Management	308	Personnel Management	3
Elective			3
			16-17

Semester 7

Allied Health	301	Health Care Organization	3
Speech*	100	Introduction to Speech Communication	3
Management	309	Principles of Management	3
Business (Take one of the following courses):			3
Business 141		Business Mathematics	
306		Business Law	
Office Administration	251	Business Communications	
340		Principles of Word Processing	
Elective			3
			15

Semester 8

Allied Health	302	Management Problems of Health Care Delivery Systems	3
	401	Allied Health Practicum and Seminar	4
Management	390	Human Behavior in Organization	3
History/Social Science*			3
Elective			3
			16

*General Studies Requirement.

B.S. in Allied Health Administration Minor in Nursing

Course Requirements

137 Sem. hrs.

Semester 5

English*	250	Survey of English Literature	3
Fine Arts*		2
Economics	201	Economic Principles and Problems	3
Sociology	200	Social Problems	3
Science or Math*		3-4
Allied Health	301	Health Care Organizations	3
			17-18

Semester 6

English*	260	Survey of American Literature	3
CS	100	Introduction to Electronic Data Processing	3
or			
CS	102	Principles of Computer Programming	3
Science or Math*		3-4
Management	309	Principles of Management	3
Speech Com.	100	Introduction to Speech Communication	3
			15-16

Semester 7

Psychology (Take one of the following courses):			3
Psychology**	230	Social Psychology (Sociology 230)	
	260	Industrial and Personnel Psychology	
	330	Developmental Psychology	
	350	Physiology Psychology	
Business (Take one of the following courses):			3
Business	306	Business Law	
Management	390	Human Behavior in Organization	
Speech Communication (Take one of the following courses):			2-3
Speech	215	Nonverbal Communication	2
	233	Small Group Communication	3
	361	Speech for Professionals	3
	369	Com. in Organizations	3
Management	308	Personnel Management	3
Allied Health	427	Health Records Administration	3
Physical Education*		Any basic activity course	1
			15-16

Semester 8

Elective			3
Sociology (Take one of the following courses):			3
Sociology*	230	Social Psychology (Psychology 230)	
	310	Sociology of the Family	
	340	Juvenile Delinquency	
	450	Minority Groups	
Allied Health	372	Legal and Medical Ethics	3
	302	Management Problems of the Health Care Delivery System ...	3
	401	Allied Health Practicum and Seminar	4
			16

*General Studies Requirement.

**Sociology 230 and Psychology 230 may not be used to meet both Psychology and Sociology requirements.

B.S. in Allied Health Administration Minor in Veterinary Technology**

Course Requirements

137 Sem. hrs.

Semester 5

Allied Health	301	Health Care Organizations	3
Management	308	Personnel Management	3
Economics	201	Economic Principles and Problems	3
English*	250	Survey of English Literature	3
Speech Com.	103	Listening Skills	1
Science* (Take one of the following series):			3-5
Chemistry 105 (5 hours) and Chemistry 106 (5 hours)			
Math 111 (3 hours) and Math 112 (3 hours)			
Physics 101 (4 hours) and Physics 102 (4 hours)			

16-18

Semester 6

Allied Health	302	Management Problems of the Health Care Delivery System ...	3
Management	309	Principles of Management	3
Science* (Continue one of the series as listed above — Semester 5)			3-5
Physical Education*		Any basic activity course	1
History and Social Science*			3
English*	260	Survey of American Literature	3

15-17

Semester 7

Allied Health	427	Health Records Administration	3
Accounting	201	Principles of Accounting	3
Allied Health	412	Veterinary Law & Ethics	1
CS	100	Intro. to Electronic Data Processing	3
or			
CS	102	Principles of Computer Programming	3
Management (Take two of the following courses):			6
ECON 202 Economic Principles and Problems			
MARKETING 300 Retailing			
MANAGEMENT 305 Small Business Management			
ACCOUNTING 202 Principles of Accounting II			
BUSINESS 306 Business Law			

16

Semester 8

Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
Fine Arts*			2
Management (Take one of the courses listed in Semester 7 above)			3
Communication (Take one of the following courses):			2-3
Speech Communication 215 Non-Verbal Communication 2			
233 Small Group Communication 3			
361 Speech for Professionals 3			

14-15

*General Studies Requirement.

**Animal Health Technology Minor from any institution.

Nursing

(Bachelor of Science)

The Bachelor of Science in Nursing Program is designed for registered nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of clinical generalist, client advocate, leader, collaborator, research participant and lifelong learner.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 132 approved credit hours is required. This includes 29 upper division nursing credits. The program can be completed in two full-time academic years if the lower division requirements have been completed in advance. Students may enroll on a full-time or part-time basis. Nursing courses will be offered in the evening when possible.

Graduates of a diploma nursing program will receive credit for lower division nursing courses by successfully completing selected NLN mobility examinations.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission requirements of Fairmont State College.
2. Hold a license to practice as a registered nurse.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Director of Admissions by March 1 in order to be considered for admission for the following academic year. The following information must also be submitted by the same date:
 - a. Official high school transcript or GED scores.
 - b. Official college or diploma program transcripts.
 - c. Short resume including education and work experience since graduation.
 - d. Evidence of current CPR certification (must be provided prior to beginning clinical courses).
 - e. Completed health form (required for final approval).
4. Complete successfully lower division requirements as indicated prior to admission to clinical nursing courses.
5. Have transfer courses evaluated by the Director of Admissions.

Registered nurses who have not completed the required lower division courses are encouraged to contact the Department of Nursing for advisement purposes.

RN Completion Component

The following courses are required for completion of this program. Most of the courses must be completed prior to admission; exceptions to this rule are footnoted following the list of courses:

Allied. Health	106	Intro to Pharmacology	2
	372	Legal & Medical Ethics	3
		(Nursing 204, Trends in Nursing)	
Biology	170	Anatomy & Physiology	4
	205	Technical Microbiology	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
English	104	Written English	3
	108	Advanced Written English	3

*Fine Arts		General Studies Requirement	2
Home Ec.	303	Nutrition (Home Economics 110 Elementary Nutrition)	2-3
*Phy. Edu.		General Studies Requirement	1
Pol. Sci.	103	American Government	3
Psychology	101	Intro to Psychology I	3
	330	Developmental	3
Sociology	110	Introductory Sociology	3
*Speech	100	Intro to Speech Communication	3

*These courses are not prerequisite to admission. They may be integrated into the student's schedule while enrolled in the program; however, this may extend the length of the program.

Graduates of Fairmont State College associate degree nursing program will receive equivalent credit for courses listed in parentheses if they have been successfully completed.

Model Schedule RN Completion Track

Registered nurses seeking admission to this program must meet the requirements specified above to articulate to the junior level nursing courses.

Junior Year

Fall Semester

Allied Health	102	Pathophysiology of Disease	3
English	250	Survey of English Literature	3
Nursing	220	Health Assessment	4
	250	Professional Nursing Concepts	3
Soc. Science		Elective	3

Select one of the following:

History	280	Intro. to Appalachian Studies
Sociology	200	Social Problems
	230	Social Psychology
	301	Anthropology
	310	Sociology of the Family
Philosophy	200	Introduction to Philosophy
	325	Ethics

Spring Semester

Allied Health	301	Health Care Organizations	3
Economics	200	Economics	3
		or	
	201	Economic Principles & Problems	
Nursing	300	Complex Nursing Situations	4
Psychology	240	Statistics	4

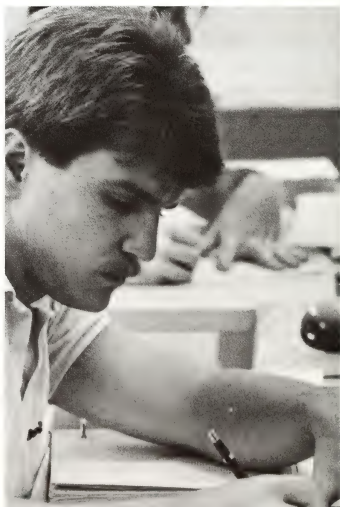
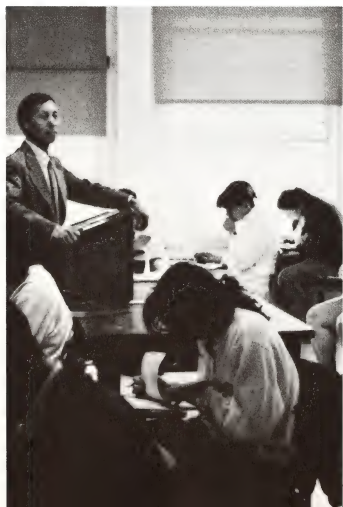
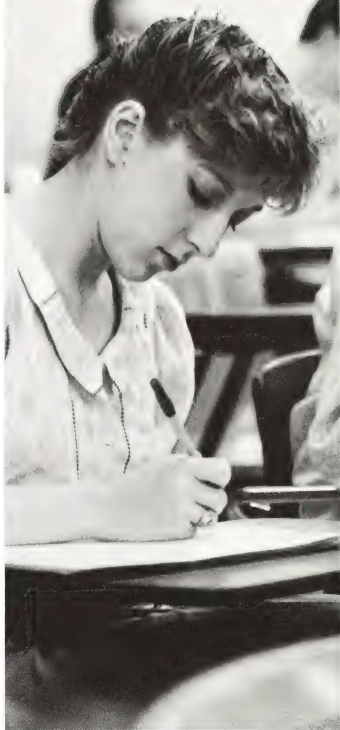
Senior Year

Fall Semester

English	260	Survey of American Literature	3
Management	308	Personnel Management	3
Nursing	400	Research in Nursing Practice	2
	410	Community Health Nursing	6

Spring Semester

Nursing	430	Leadership & Management in Nursing Practice	3
	440	Nursing Practicum	7
		Elective	3



Social Science

(Criminal Justice, Geography, History, Philosophy, Political Science,
Psychology, Social Studies, and Sociology)

Criminal Justice

(Bachelor of Science)

Required Courses 128 hours

Required Criminal Justice 15 sem. hrs.

C.J.	100	Intro. to Criminal Justice	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior & Crisis Intervention	3
	240	Adjudication Process	3
	320	Criminology	3

General Studies Requirements 36 sem. hrs.

Required Courses in Allied Health 4 sem. hrs.

EMS	101	Techniques of Emergency Medical Services	4
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**Required Courses in Human Behavior and
Social Environment (Select from the following courses)** 21 sem. hrs.

Geography	315	Urban Geography	3
History	343	Urban History	3
Pol. Sci.	204	Intro. to Public Administration	3
	205	State and Local Government	3
	304	American Const. Government and Law	3
	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	494	Interpersonal Dynamics	3
Sociology	200	Social Problems	3
	310	Sociology of the Family	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3

Criminal Justice Concentration (Select One)* 30 sem. hrs.

Law Enforcement—General 30 sem. hrs.

C.J.	101	Police Operations	3
	201	Traffic Law Enforcement	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	2
	209	Firearms	2
	210	Firearms Lab	1
C.J.	236	Criminal Investigation	3

246	Criminal Evidence and Procedure	3
302	Principles of Criminal Law II	3
310	Public and Police Administration	3
316	Community Relations in Crim. Justice	3
335	Analysis of Police Operations	3
340	Laws of Arrest, Search & Seizure	3
350	Group Techniques	3
365	Licit and Illicit Drugs	3
410	Research in Criminal Justice	3
411	Field Practicum	3
425	Evaluation of the Criminal Justice System	3
	Approved Criminal Justice Electives	6

or

Security 30 sem. hrs.

C.J.	200	Criminalistics	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	315	Business and Industrial Security	3
	340	Laws of Arrest, Search & Seizure	3
	365	Licit and Illicit Drugs	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	425	Evaluation of the Criminal Justice System	3
Safety	235	Fire Prevention and Inspection	3
		Approved Criminal Justice Electives	6

or

Corrections 30 sem. hrs.

C.J.	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigations	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	355	Analysis of Correctional Operations	3
	360	Community Based Corrections	3
	365	Licit & Illicit Drugs	3
	401	Independent Studies	1-3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	420	Juvenile Justice Process	3
	425	Evaluation of the Criminal Justice System	3
Psy.	210	Personal Adjustment	3
		Approved Criminal Justice Electives	6

Criminal Justice Elective Courses (other than required in concentration) 4 sem. hrs.

Minor 18 sem. hrs.

Minor in Political Science, Psychology or Sociology recommended.

Geography

Geography minors have the opportunity to: (1) acquire an introductory background of geography; (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities and problems, and the resource base; and (3) study spatial variations in physical, social, economic and political phenomena of major and world regions.

Minor B.A. and B.S. Degrees

18 sem. hrs.

Required Courses in Geography

210	Introduction to Geography	3
305	Economic Geography	3
315	Urban Geography	3

Electives

Any other courses in Geography, Geology 101 ..9

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:

- (1) Emphasis on developmental and evolutionary aspects of human experience.
- (2) Examinations of many different fields of human activity.
- (3) Freedom to select from insights and methods of many other fields.

Major

36 sem. hrs.

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	24

Twenty-four semester hours in history are to be elected with the adviser's approval and must include at least one course from each of the three groups listed below.

Minor

24 sem. hrs.

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	12

Group 1. United States History

280	Introduction to Appalachian Studies	3
302	West Virginia	3
312	Diplomatic History of the United States	3
315	Colonial America	3
316	The American Federal and National Period	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America	3
320	American Economic History	3

326	American Constitutional Development	3
371	Social History of the United States	3
373	Social History of the American Woman	3
380	Afro-American History and Culture	3
381	Blacks in America: 1865 to the Present	3
390	The Ecology of Man	3

Group 11. Topical Studies in World History

250	History of Technology	3
331	Revolutions in History	3
342	Diplomatic and Military History	3
343	Urban History	3
344	Great Leaders of the 20th Century	3
375	Philosophy of History	3

Group III. World-Regional Histories

<i>A. Western Europe</i>		
305	England	3
325	Medieval Europe	3
330	Early Modern Europe	3
340	Modern Europe	3
341	Recent Europe	3
376	Civilization—A Personal View	3
<i>B. Eastern Europe</i>		
453	Russia	3
<i>C. Africa</i>		
355	History of Africa	3
<i>D. Latin America</i>		
352	History of Latin America	3
455	ABC Powers of Latin America	3
<i>E. Asia</i>		
424	History of Asia I	3
425	History of Asia II	3
<i>F. Area Study</i>		
410	Area Study	3

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees

15 sem. hrs.

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough pre-professional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take Political Science 240 and 470. Programs should be planned in consultation with an adviser, and students are encouraged to explore a variety of courses.

Major

30 sem. hrs.

Required Courses

15 sem. hrs.

103	American Government	3
200	Introduction to Political Science	3
201	Principles of International Relation	3
203	Comparative Government	3
470	Seminar in Political Science	3

Required Electives

15 sem. hrs.

Advanced Political Science courses are to be chosen with adviser's approval.

Minor

18 sem. hrs.

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives	
	Any other Political Science Courses	12

Psychology

The psychology curricula represent the dynamic flux that psychology, the science of behavior, possesses in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personnel Psychology. These programs, founded upon basic psychology courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and section of electives.

Bachelor of Science Alternative Tracks

A. General

Major

37 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
300	Abnormal	3
310	Experimental	3
330	Developmental	3
350	Physiological	3
370	Theories of Learning	3
400	Psychological Assessment	3
460	Seminar	3

B. Industrial-Personnel

Major

46 sem. hrs.

Required General Courses

31 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
260	Industrial and Personnel	3
310	Experiment	3
360	Human Learning	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses

15 sem. hrs.

481	Methods I	3
483	Methods II	3
485	Advanced Psychometrics	3
487	Practicum I	3
489	Practicum II	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

C. Community Service

Major

52 sem. hrs.

Required General Courses

28 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3

240	Statistics	4
250	Community Psychology	3
300	Abnormal	3
330	Developmental	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses **12 sem. hrs.**

491	Psychopathology of Childhood and Adolescence	3
493	Aging	3
495	Delinquency	3
Any two of the above three		
497	Practicum I	3
498	Practicum II	3

Required Elective Courses **12 sem. hrs.**

Usually courses from disciplines outside of Psychology. Electives are to be decided upon in consultation with and consent of adviser.

Psychology Minor

While the Psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is as a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before requirement, it is the interest of the student to do so.

Minor **18 sem. hrs.**

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
	Any two courses from the 200 level	6
	Any two courses from the 300 or 400 levels ...	6

Social Studies

The Social Studies 5-12 Comprehensive or the Social Studies 5-8 or 7-9 subject specializations are intended for those students preparing to teach in elementary, middle, or secondary schools. This degree program leads to a B.A. in Education and is designed to provide the interdisciplinary foundation necessary for teachers entering an integrated social curriculum. Students desiring to teach a particular subject, such as history, should augment the core requirements with appropriate elective hours.

Teaching Field in Social Studies

Social Studies Comprehensive 5-12 **57 sem. hrs.**

Core Courses

History	107, 108	6
	111, 112	6

History	302.....	3
	319.....	3
	341.....	3
Sociology	110.....	3
	200.....	3
	301.....	3
Pol. Sci.	103.....	3
	200.....	3
Geography	210.....	3
	305, 315, 330, 340, 350, 360, 370	3
Economics	200.....	3
Soc. Sci.	*499.....	3
	*431.....	2

In addition, student-teachers are to choose one of the following options:

Option 1. Social Science Advanced Studies

9 sem. hrs.

These advanced studies in the social sciences allow prospective teachers to explore, understand, and practice the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303

Geography 305, 315, 340, 350, 360, 370

History—All courses except 410

Philosophy—6 hours maximum—200, 250, 300, 325, 350, 375

Political Science 201, 203, 205, 303, 304, 305, 310, 404, 410, 411, 412, 413

Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495

Sociology 230, 310, 330, 340, 430, 450

Option 2: A second teaching field outside the social sciences, grades 5-8, 5-12.

Social Studies Subject Specialization 5-8

41 sem. hrs.

May be added to Multi-Subjects only.

History	107, 108	6
	111, 112	6
	302.....	3
	319.....	3
	341.....	3
Geography	210.....	3
Pol. Sci.	103.....	3
Sociology	110.....	3
Economics	200.....	3
Sociology	301.....	3
Social Sci.	431.....	2
Soc. Sci.	499.....	3

Social Studies Subject Specialization, grades 5-8

44 sem. hrs.

May be added to 5-12 or 9-12 only.

History	107, 108	6
	111, 112	6
	302.....	3
	319.....	3
	341.....	3
Geography	210.....	3
Pol. Sci.	103.....	3
Sociology	110.....	3
Economics	200.....	3
Sociology	301.....	3
Soc. Sci.	499.....	3
Soc. Sci.	431.....	2

In addition, choose one of the following:

History or		
Sociology	381.....	3
History	373.....	3
	371.....	3
	331.....	3
Sociology	200.....	3
Pol. Sci.	200.....	3
	305.....	3
Pol. Sci.		
or Psychology	393.....	3
Pol. Sci.	404.....	3

Social Science 431 will be offered only in the spring semester.

Social Science 499 will be offered only in the fall semester.

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis 30 sem. hrs.

Required Courses

110	Introductory Sociology	3
200	Social Problems	3
240	Nonparametric Statistics	3
301	Anthropology	3
460	Methods of Social Research	3
470	Sociological Theory	3

Electives in Sociology 12

Minor, General Emphasis 18 sem. hrs.

Required Courses 9

110	Introductory Sociology	3
200	Social Problems	3
301	Anthropology	3

Electives in Sociology 9

Human Services Emphasis 72 sem. hrs.

The Human Services curriculum is designed to facilitate the acquisition of knowledge from a number of interrelated disciplines. This knowledge will serve as a base for the attainment of attitudes and skills leading to the proficient practice of human service work. Field placement settings and job opportunities exist in the fields of mental health, health, vocational rehabilitation, children and family care, and gerontology.

Required Sociology Courses**39 sem. hrs.**

Sociology	110	Introductory Sociology	3
	200	Social Problems	3
	240	Nonparametric Statistics	3
	301	Anthropology	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3
	460	Methods of Social Research	3
	210	Introduction to Contemporary Human Services ..	3
	300	Human Behavior & Social Environment	3
	302	Intervention Skills in Human Service Practice ..	3
	400	Policy and Planning in Human Services	3
	485	Practicum in Human Services	6

General Studies Requirements**36 sem. hrs.**

The following courses in Social Science are recommended to fulfill the general studies requirement:

History	107	United States History I	3
	108	United States History II	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology I	3

Required Courses in Human Behavior and Social Environment**24 sem. hrs.**

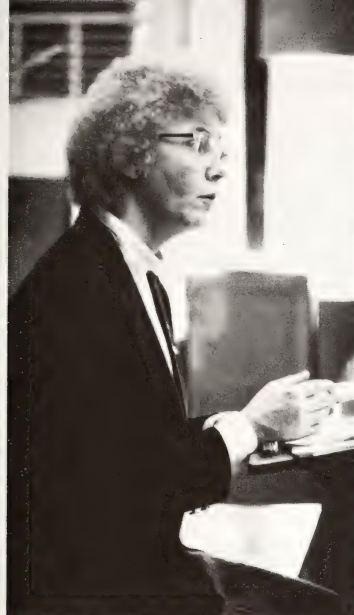
C.J.	100	Introduction to Criminal Justice	3
	212	Abnormal Behavior and Crisis Intervention	3
Pol. Sci.	204	Introduction to Public Administration	3
	205	State and Local Government	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	300	Abnormal	3

Focused Electives (Select Three Classes)**9 sem. hrs.**

Geog.	305	Economic Geography	3
Allied Health	301	Health Care Organizations	3
	341	Death and Dying	3
Health Ed.	202	Community Health Problems	3
	370	Contemporary Health Issues	3
	412	Drug use—Abuse—Addiction	3
	425	Environmental Health	3
Hm. Ec.	330	Child Care and Development	3
	331	Adolescent Development	3
Pol. Sci.	308	Public Personnel Administration	3
or			
Psychology	260	Industrial and Personnel Psychology	3
	491	Psychopathology of Childhood & Adolescence	3
	493	The Psychology of Aging	3
Spch. Com.	233	Interpersonal and Small Group Communication ..	3

Minor**18-24 sem. hrs.**

Minor in Criminal Justice, Political Science or Psychology recommended.



Technology/Home Economics

Engineering Technologies Bachelor of Science in Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Architectural Engineering Technology

132 sem. hrs.

Requirements—Architecture

102 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
	310	Construction Details	4
	320	Site Planning	2
	400	Design III	4
	410	Design IV	4
	420	Urban Design	3
	430	Mechanical and Electrical Systems	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	310	Structural Analysis and Design	3
Mec	200	Strength of Materials	4
Drafting	215	Architectural Drafting	4
Art	140	Art Structure and Applied Design	3
	142	Drawing	3
Technology Electives (Adviser approved)			6

Civil Engineering Technology

133 sem. hrs.

Requirements — Civil

103 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

Mfg	250	Personnel Problems and Labor Relations	3
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Safety	201	Occupational Safety	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4
	260	Fluid Mechanics and Hydraulics	3
	300	Highway Design and Transportation	3
	310	Structural Analysis and Design I	3
	320	Construction Planning, Estimating and Contracts	3
	350	Soils and Foundation Design	3
	440	Structural Analysis and Design II	3
	460	Water and Waste Water Technology	3
Mec	200	Strength of Materials	4
Mfg	205	Engineering Economy	3
Drafting	235	Technical Drafting	3
		Technology Electives (Adviser approved)	3

Electronics Engineering Technology (TAC/ABET Accredited) 131 sem. hrs.

Requirements—Electronics

104 sem. hrs.

English	109	Technical Report Writing	3
Math	107	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Ele	100	Circuit Analysis I	3
Drafting	100	Engineering Graphics	3
Ele	200	Electronics Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communications Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
	300	Advanced Linear Electronics	3
	310	Advanced Microcomputer Systems	3
	400	Senior Electronics Project	3
	410	Data Acquisition and Control Systems	4
CS	101	Applied Technical Program	3
		Technology Electives (Adviser approved)	9
		General Electives (Adviser approved)	5

Graphic Communications Technology

129 sem. hrs.

Requirements—Graphic Communications

99 sem. hrs.

English	109	Technical Report Writing	3
Phy. Sci.	104	Physics	2
Chemistry	101	General Chemistry	4
	102	General Chemistry	4

CS	101	Applied Technical Program	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Bus	141	Business Math	3
Accounting	201	Principles of Accounting	3
Drafting	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	250	Graphic Communications Practicum	6
	270	Screen Printing	3
	300	Basic Photography	3
	310	Advanced Continuous Tone Photography	3
	320	Image Transfer Mechanisms II	3
	330	Layout and Design II	3
	340	Image Assembly II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3
Mgt	305	Small Business Management	3
	309	Principles of Management	3
Bus Ed.	101	Beginning Typewriting	
		or	
	102	Intermediate Typewriting/Keyboarding	2/3
Technology Electives (Adviser approved)			11/12

Minor—Graphic Communications Technology 21 sem. hrs.

GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3

Manufacturing Engineering Technology 134 sem. hrs. (Bachelor of Science) 134 Semester Hours

Requirements—Manufacturing 98 sem. hrs.

Accounting	201	Principles of Accounting I	3
CS	101	Applied Tech. Programming	3
Drafting	100	Engineering Graphics	3
	255	Tool Design	4
	270	Computer Graphics	3
Ele	100	Circuit Analysis I	3
	250	AC-DC Mach & Controls	3
English	109	Technical Report Writing	3
Mfg	205	Engineering Economy	3
	210	Machine Shop	3
	250	Personnel Problems and Labor Relations	3
	260	Master Planning	3
	265	Mat. Requirement Planning	3
	270	Inventory Control	3
	275	Capacity Management	3
	280	Production Activity Cont	3
	285	JIT Manufacturing	3
	290	Statistical Process Cont	3

Mfg	299	Practicum	4
	315	Welding	4
	325	CNMC/Robotics	3
	410	Metallurgy	2
Math	415	Advanced Welding	3
	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
Mec	100	100 Statics	3
	220	Fluid Mechanics	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
	302	Manufacturing II	3

Mechanical Engineering Technology

130 sem. hrs.

Requirements—Mechanical

100 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
	100	Engineering Graphics	3
Drafting	235	Technical Drafting	3
	270	Computer Graphics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
	300	Thermodynamics II	3
	320	Dynamics	3
	330	Heat Transfer I	3
	340	Heating, Air Conditioning and Ventilation	3
Mec	400	Mechanical Measurements	3
	410	Thermodynamics III	3
	430	Heat Transfer II	3
	250	AC-DC Machinery and Controls	3
Ele	250	AC-DC Machinery and Controls	3
Technology Electives (Adviser approved)			9

Safety Engineering Technology

129 sem. hrs.

Requirements—Safety

99 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3

Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Safety	200	Safety Supervision	3
	210	Disaster Preparation and Emergency Systems	3
	220	Environmental Hazard Control	3
	230	Introduction to Industrial Hygiene	3
	235	Fire Prevention and Inspection	3
	240	Safety Engineering Design	3
	250	Safety Legislation and Compliance Operations	3
	300	Managing and Evaluating Safety Programs	3
	310	Human Factors in Accident Prevention	3
	400	Industrial Hygiene Controls	3
Mec	200	Strength of Materials	4
Bus	310	Statistics	3
Safety Ed.	101	First Aid	2
Technology Electives (Adviser approved).....			6

Technology Electives

Any technology course may be used as an elective with adviser approval. Electives may also be selected from the following list:

Tec	100	Technology and Society	2
	199	Special Topics	1-3
	250	History of Technology	3
	299	Special Topics	1-3
	310	Man and Technology	3
	*393	Future Global Crises	3
	399	Special Topics	1-3
	400	Work Experience Seminar	4
	401	Work Experience Lab	8
	410	Guided Design Seminar	1-4
	499	Special Topics	1-3

Minor B.A. and B.S. Degree

23 sem. hrs.

Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Drafting	100	Engineering Graphics	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Technology Electives (Adviser approved).....			8

Teaching Fields in Technology

Technology Education—Comprehensive 5-12

64-70 sem. hrs.

Required Courses

Tec	100	Technology and Society	2
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Wod	100	Wood Technology	3
Drafting	100	Engineering Graphics	3
Gct	100	Graphic Communications Processes	3
Tec	202	Transportation I	3
	203	Manufacturing I	3
	204	Construction	3
	301	Communication	3
	302	Manufacturing II	3
	303	Transportation II	3
	450	Multiple Activities	3
	431	Methods and Materials for Teaching Industrial Arts	2
Math	101	Applied Technical Math I	3
Specializations (Select Two)			

Graphic Arts		12 sem. hrs.
Gct	200	Image Assembly I.....3
	210	Image Transfer Mechanisms I.....3
	230	Layout and Design I.....3
	240	Graphic Arts Photography.....3
Woods		10 sem. hrs.
Wod	205	Furniture Construction and Design.....2
	215	Wood Finishing.....3
	225	Cabinet Construction and Design.....2
	235	Advanced Woods.....3
Power		12 sem. hrs.
Mec	105	Engine Theory.....4
	205	Carburetors and Ignition Theory.....4
	115	Power Transfer Theory.....4
		or
	215	Hydraulics and Suspension Systems.....5
Drafting/Design		11 sem. hrs.
Drafting	215	Architectural Drafting.....4
	235	Technical Drafting.....3
	255	Tool Design.....4
Construction		15 sem. hrs.
Civ	210	Light Construction.....4
	200	Surveying I.....4
	220	Construction Materials and Methods.....3
Drafting	215	Architectural Drafting.....4
Electronics		11 sem. hrs.
Ele	210	Circuit Analysis II.....2
	220	Linear Electronics.....3
	230	Digital Electronics.....3
	250	AC-DC Machinery and Controls.....3
Metals		10 sem. hrs.
Mfg	315	Welding.....4
	210	Machine Shop.....3
	415	Advanced Welding.....3
Technology Education 5-12 (Single Teaching Emphasis)		43 sem. hrs.
Tec	100	Technology and Society.....2
Mat	100	Materials and Processes.....3
Ele	100	Circuit Analysis I.....3
Wod	100	Wood Technology.....3
Drafting	100	Engineering Graphics.....3
Gct	100	Graphic Communications Processes.....3
Tec	202	Transportation I.....3
	203	Manufacturing I.....3
	204	Construction.....3
	301	Communication.....3
	302	Manufacturing II.....3
	303	Transportation II.....3
	450	Multiple Activities.....3
Tec	431	Methods and Materials for Teaching Industrial Arts.....2
Math	101	Applied Technical Math.....3

Technology Education 5-8 (Elementary Majors)			29 sem. hrs.
Gct	100	Graphic Communications Processes	3
Tec	100	Technology and Society	2
	202	Transportation I	3
	203	Manufacturing I	3
	204	Construction	3
	301	Communications	3
	302	Manufacturing II	3
	303	Transportation II	3
	450	Multiple Activities	3
Wod	100	Wood Technology	3



Occupational Health

(Bachelor of Science)

The focus of the degree program is nurtured by the Occupation Safety and Health Act of 1970 as a result of the growing concern regarding the number and severity of occupationally related injuries and illnesses.

As indicated by statistics on the incidence and severity of injuries and illnesses and also by studies in the area of illness and injury prevention, it is evident that safe and healthful working environments and practices do not occur spontaneously, nor by application of "common sense." Specialized help must be available if the incidence of illness and injury is to be reduced.

The primary objective of the proposed program of study is to satisfy the manpower requirements for industrial hygienists in the manufacturing industries of West Virginia.

Total Semester Hours

128-130 sem. hrs.

Required Related Courses

60-62 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Science	101, 102,		
	103, 170	Biology	15
	101, 102,		
	103	Chemistry	
	or		
	105, 106		10-12
	205	Chemistry	4
	305, 306	Chemistry	8
	101, 102	Physics	8
Economics	200	Economics	3
CS	100	Electronic Data Processing	3
English	109	Technical Report Writing	3
Technology	290	Engineering Analysis I	4
	400	Work Experience Seminar	4
	401	Work Experience Laboratory	8
	499	Special Topics	1
Mfg	250	Personnel Problems and Labor Relations	3
Safety	201	Occupational Safety	3
	220	Environmental Hazard Control	3
	230	Intro. to Industrial Hygiene	3
	320	Toxicology	3
	400	Industrial Hygiene Controls	3
	420	Industrial Hygiene Applications and Practices	3
	430	Epidemiology and Statistics	3

Note: Chemistry 101—4hrs., 102—4 hrs., and 103—4 hrs. may be substituted for Chemistry 105 and 106.

Home Economics

Home Economics is defined as a study of interrelated areas which prepare individuals for professional careers. A B.S. in Home Economics as well as a B.A. in Vocational Teacher Education, is a degree granted from a program which includes the arts and the sciences. The programs focus on improving the quality of life for the individual and for the family. A broad-based curriculum addresses the needs of individuals and families through education in the areas of clothing and textiles, human development and the family, foods and nutrition, home management and consumer education, housing, home furnishings and equipment. Home Economics provides a strong interdisciplinary base to prepare individuals and families to meet the challenges of contemporary society.

Curriculum for B.S. in Home Economics

Careers available for graduates of this program include home economist in homemaking, in business (private and public), in extension, in government, and in community service. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textiles, or housing and design.

Major

39 sem. hrs.

Required Courses

Home Ec	101	Principles of Clothing Construction	3
	103	Clothing Section	2
	201	Principles of Food Selection and Preparation ..	3
	202	Meal Management	2
	210	Textiles	3
	251	Applied Design	2
	303	Nutrition	3
	310	Family Life Education	3
	312	Consumer Education	3
	315	Home Management	3
	316	Household Equipment	2
	318	Home Management Problems	2
	320	Home Planning and Furnishing	3
	330	Child Care and Development	3
	331	Adolescent Development	2

Required Related Courses

16 sem. hrs.

Biology 101, 102	8
Chemistry 101, 102 General Chemistry	8

Minor

27 sem. hrs.

Same requirements as listed under Home Economics Subject Specialization for grades 5-8 (omit Home Ec. 430 and Home Ec. 431).

Teaching Fields in Comprehensive Vocational Home Economics— Consumer and Homemaking Education

Students are prepared to teach in consumer homemaking programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Major

44 sem. hrs.

Single Teaching Field, Grades 5-12

Required Courses, Consumer Homemaking Education

Clothing-Textiles			
	*101	Principles of Clothing Construction	3
	*103	Clothing Selection	2
	*210	Textiles	3
Human Development and the Family			
	*310	Family Life Education	3
	*330	Child Care and Development	3
	331	Adolescent Development	2
	332	Child Development Problems	1
Foods-Nutrition			
	*201	Principles of Food Selection and Preparation ..	3
	*202	Meal Management	2
	*303	Nutrition	3

*Courses would have a variable credit value of two hours for the specialization program.

Home Management—Consumer Education		
*312	Consumer Education	3
*315	Home Management	3
318	Home Management Problems	2
Housing, Home Furnishing, Equipment		
*251	Applied Design	2
316	Household Equipment	2
*320	Home Planning and Furnishing	3
Education		
430	Methods in Vocational and Adult Education	2
431	Methods and Materials in Teaching	
	Home Economics	2

Subject Specialization 5-8**26 sem. hrs.****May be added to Multi-Subjects only.**

103	Clothing Selection	2
201	Principles of Food—Selection and Preparation ..	3
*210	Textiles	2
251	Applied Design	2
303	Nutrition	3
*312	Consumer Education	2
*315	Home Management	2
320	Home Planning and Furnishing	3
330	Child Development	3
331	Adolescent Development	2
431	Methods and Materials in Teaching	
	Home Economics	2

Subject Specialization 5-8**29 sem. hrs.****May be added to 5-12 or 9-12.**

101	Principles of Clothing Construction	2
103	Clothing Selection	2
201	Principles of Food—Selection and Preparation ..	3
*210	Textiles	2
251	Applied Design	2
303	Nutrition	3
*310	Family Life Education	2
*312	Consumer Education	3
*315	Home Management	2
320	Housing and Home Furnishing	3
330	Child Development	3
**431	Methods and Materials in Teaching	
	Home Economics	2

*Courses would have a variable credit value of two hours for the specialization program.

**Methods and Materials 431 would not be required for a specialization in a non-teaching program. (Bachelor of Science Minor)

Special Academic Programs

Interdisciplinary Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows more flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. Division heads and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the division heads assist in implementing the program.

Students who are interested in this program should contact the Assistant to the Academic Vice President for further information.

Program Stipulations

Title: Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies
(concentration).

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Nature of Program:

- a. It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, not already represented among the major fields available at Fairmont State.
- b. At least 24 hours must be taken after admission to the program.
- c. The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
- d. Arranged classes are to be avoided.
- e. At least one-half of the hours in the concentrated area must be at the upper division level.
- f. Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
- g. All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
- h. Elective courses will be used to complete hours required for graduation.
- i. Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
- j. Once a proposal has been approved, it may be amended only by approval.

Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Application for admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the Regents program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. There must be 36 semester hours of General Education in the four areas of (1) Communications, (2) Humanities, (3) Natural Sciences and Mathematics, and (4) Social Sciences, with a minimum of 6 hours in each area. At least 15 semester hours must be taken in the West Virginia state system of higher education. The Regents B.A. is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is generally equivalent to that which results from a college

course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is not awarded for all learning or successful life experience, no matter how commendable that experience may be, but only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio or folder in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee has been established for the assessment process and for the awarding of college-equivalent credit.

Military Science

(Division of Social Science)

The Military Science program at Fairmont State College is designed to provide: a reserve corps of scholars, citizens, and soldiers; graduates qualified in leadership and management skills and prepared for public service; and men and women trained to assume responsible positions as commissioned officers in the active army, army reserve, or national guard, as well as in business, government, and industry. Whether or not students elect to take all or just part of the Military Science program while at the College, they will gain enhanced social awareness and develop personal values important in civilian life and will be better prepared to make a meaningful contribution in the preservation of American ideals and national security.

Military Science is a four-year curriculum consisting of two distinct phases. The Basic Phase of instruction (Military Science I and II courses) is for freshmen and sophomore students who desire to investigate the possibilities of future government service without committing themselves to a military service obligation. There are no uniform or haircut requirements for the Basic Phase students. Basic Phase classes may be added or dropped as any other college courses and are applicable as free electives in degree and certificate programs. The Advanced Phase of Military Science (Military Science III and IV courses) is for juniors and seniors (and selected sophomores) who have qualified to enter the Army Reserve Officers Training Corps (ROTC) Program in one of the following ways: completion of all the Military Science I and II Basic Phase courses (a total of four semesters and eight credit hours); or Basic ROTC Summer Camp attendance; or completion of enlisted basic training; or prior military service. Juniors who have not qualified for Advanced Phase attendance in one of the above ways, but who still have two academic years remaining, may qualify under the Alternate Entry Option Program. Credits earned in the Advanced Phase courses are applicable as free electives in degree and certificate programs.

Students accepted into the Advanced Phase of the Military Science program as Army ROTC cadets receive a subsistence allowance of \$100 per month, tax free, during the academic year. If students have been awarded a two or three-year Army ROTC scholarship, they will receive free tuition, fees and books, in addition to the \$100 per month subsistence allowance. If an Army ROTC scholarship is not available, students can qualify for financial assistance by simultaneously being a member of an Army Reserve or National Guard unit and enrolled in the Army ROTC Advanced Phase. By being in the Simultaneous Membership Program (S.M.P.), students serve in an officer trainee leadership

position in their unit and receive E-5 drill pay (about \$125 per month). Also, any Army Reserve or National Guard member who is attending college receive \$140 per academic month under the New G.I. Bill (after meeting eligibility requirements). This is all in addition to the \$100 per month Army ROTC subsistence allowance.

Upon successful completion of all Advanced Phase Military Science courses, as well as all other Army ROTC requirements, students are commissioned as officers in the active Army, Army Reserve or National Guard, and serve as second lieutenants in one of eighteen career branches of the army.

Pre-Professional Curricula

Dentistry	Medicine	Pharmacy	Physical Therapy
Law	Medical Technology	Journalism	

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the courses taken here will meet the requirements they need to meet. The professional field adviser will assist students in making all necessary adjustments.

Physics 101 and 102 are required courses in the health-related fields as well as in engineering. Pre-requisites for Physics 101 are one year of high school physics or one year of high school trigonometry; or Math 101 and 102, or Math 112 or 115. Physics 101 is the pre-requisite for Physics 102.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. Students should carefully consult the catalog of the professional school which they plan to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 219 and 220 or 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

<i>Course</i>	<i>First Hrs.</i>	<i>Year Hrs.</i>	<i>Second Hrs.</i>	<i>Year Hrs.</i>
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	4		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

*Math 116 and 315 are strongly recommended.

Pre-Medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
Biology	101, 102	Introduction to Biology	8
Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	8
	305, 306	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	112	Intermediate Mathematics I or higher	3
Physical Education		1-2

Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional schools.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in English, history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in this program should consult the college where they will complete their degree for additional courses requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting courses, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 101).

Pre-journalism students must participate actively in the publication of the student newspaper, *The Columns*, and the yearbook, *Mound*, in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	115, 1106	8
Chemistry	105, 106	10
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	MEC 100, DRF 100	6
		43

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester

English 104	3
Psychology 101	3
Chemistry 105**	5
Phys. Ed.	1
Electives*	6
	18

Second Semester

English 108	3
Psychology 102	3
Chemistry 106**	5
Phys. Ed.	1
Electives	6
	18

Second Year

First Semester

Physics 101	4
Biology 101	4
Psychology 330	3
Psychology 240	3
Electives*	3
	17

Second Semester

Physics 102	5
Biology 102	4
Psychology Elective	3
Speech Comm. 100	3
Electives*	3
	18

*All electives should be approved by the pre-physical therapy adviser.

**Chemistry 101 and 102 must be taken if the student has not had one unit of high school chemistry.

Community College Component

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970s. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides: academic, vocational/occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community college unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

The Community College serves the 12 counties of the Regional Education Service Agency (RESA) VII. Vocational Education centers and Community College representatives join to serve as the regional advisory committee.

A primary goal of this community is to facilitate articulation from one level of education to another. The various levels of vocational-technical education and the Community College facilitate participation in stimulating regional economic development and providing employers with a well-trained and educated workforce.



RESA VII

Clarksburg Center

Fairmont State College component, Fairmont Community College, added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center July 1, 1975. The Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides services for Clarksburg students equivalent to those available to main campus students and include a full-time professional counselor. Academic, personal, and career counseling are available both day and evening hours. Periodically workshops of interest to students are offered, such as overcoming test and math anxiety, resume writing, job interviewing skills, and time management. Assistance is also available for financial aid, veterans benefits, class scheduling and scholarship services.

Library service for Clarksburg students and faculty became a reality in September, 1977. Adjoining the Clarksburg Center's offices and classrooms, the library is staffed by an assistant librarian and is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection and inter-library loans, allow the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the center, or for those offered by the center at nearby public and private high schools. The Center's student population is almost entirely non-traditional. To better serve this population, at least 80% of the classes offered are in late afternoon and evening. The Center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college education opportunities.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his or her ability and particular potential.

The Community College is more concerned with letting students in, than in keeping them out; it is inclusive rather than exclusive in its admission policy.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs, with limited enrollment, applicants should complete the ACT or SAT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Vocational Career Projects

Using funds allocated through the Carl D. Perkins Vocational Education Act, Vocational Career Projects at Fairmont State College provide supplemental services and activities for adults enrolled in vocational programs who have special needs, such as the handicapped, adults needing training or retraining, men and women entering nontraditional occupations, and single parents or homemakers.

Vocational Career Projects include the Pre-College Orientation and Women in Transition Programs, which are designed to help adults who are in the process of deciding to return to education. Developing college study skills, setting goals, and exploring career options are an integral part of Vocational Career Projects. Support groups and workshops offered to students throughout the semester maintain the commitment to serve the special populations of adults enrolled in vocational programs at both the Community College and at the Clarksburg Center.

Admission Policy-Health Career Programs

Applications for admission to programs in health careers are accepted through January for the following school year. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT or SAT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the MLT, MRT, and VT programs which are received before January 31 will be considered, the deadline for nursing applications is December 31. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. All applications of persons interested in the specific programs will be given every consideration in the selection process. More consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with a GED must still show adequate academic background and ACT or SAT scores.

Transportation

As most of these programs require considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

Students in Health Careers programs are covered by a group liability insurance handled by the state of West Virginia. The students are not obligated to maintain any other liability insurance.

Degrees

Associate Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.)

The first two years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.)

Intended as either a terminal degree or the first two years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.)

Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs—See pages 47-48 for a complete list of Community College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

Health Careers programs must be completed in their entirety in order to qualify as minors.

Accounting

(Associate in Science)

The two-year Accounting Associate in Science degree qualifies graduates for work in the accounting field, providing students with the basic tools to carry on day-to-day operations in the accounting departments of individual and corporate business, industries and government agencies.

Current Department of Labor statistics show increased need for accountants despite the fact that many low-level accounting positions may be phased out by computers and other business machines. Data from these machines will require analysis by individuals trained in accounting terminology and procedures. The need for qualified personnel in the tax field and financial reporting will be extensive.

Places of employment:

Business Organizations

Industrial Corporations

Government Agencies

Independent Accounting Firms

Public Accounting Firms—staff positions

Government Agencies—financial clerks

Bookkeepers in small businesses

Insurance claims adjusters

Types of jobs:

Industrial accountants—general, cost, etc.

Two-Year Accounting

64 sem. hrs.

Required Courses

48 hrs.

Business	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting I, II	6
	203	Accounting Practicum	3
	301, 302	Intermediate Accounting I, II	6
Accounting	406, 407	Federal Income Tax Accounting	6
Business	306	Business Law I	3
Economics	201, 202	Economic Principles and Problems	6
CS	100	Intro. to Electronic Data Processing	3
English	104, 108	Written English	6
Psychology	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

Required Electives:

16 hrs.

Any Commerce course may be selected (Acct. 404 is recommended) except selections in Office Administration are limited to 101, 102, 251, 230, 342, 310, 360.

Business

(Associate in Applied Science)

This program is designed to offer students four options to concentrate their studies: (1) Banking, (2) General Business, (3) Insurance, and (4) Real Estate. The objective of the program is twofold: (A) to provide individuals with the opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select one of four associate degree options that would provide them with the necessary skills to function professionally in one of the four areas.

Banking Option**Hours Required 66 sem. hrs.****Required Courses 54 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Economics	201, 202	Economic Principles and Problems	6
Economics	303	Money, Credit and Banking	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
	306, 307	Business Law I, II	6
Marketing	304	Marketing	3
CS	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communication	3
Business	310	Statistics	3
Banking	180	Principles of Banking	3
	284	Bank Management	3

Select the additional 12 credits from the following: 12 sem. hrs.

Banking	283	Bank Investments	3
	285	Analyzing Financial Statements	3
	287	Bank Simulator	2
	288	Consumer Lending	3
	292	Trust Business	3
	294	Commercial Lending	3
Business	386	Real Estate Finance	3
	350	Investments	3

General Business Option**Required Courses 66 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306	Business Law I	3
	307	Business Law II	3
Management	308	Personnel Management	3
	309	Principles of Management	3
	314	Office Management	3
Business	401	Business Finance	3
	350	Investments	3
		Business Electives	6
OAdm.	251	Business Communications	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
English	104	Written English	3
	109	Tech. Report Writing	3
Psych.	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Insurance Option 63 sem. hrs.**Required Courses 54 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	102	Introduction to Business	3
	141	Business Mathematics	3
	306, 307	Business Law I, II	6

	310	Statistics	3
	370	Principles of Insurance	3
	371	Property and Casualty Insurance	3
	372	Life Insurance	3
	373	Casualty Claim Practice	3
Economics	201, 202	Economic Principles & Problems	6
Marketing	205	Salesmanship	3
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication I	3

The additional nine credits from the following:**9 sem. hrs.**

Business	401	Business Finance	3
CS	100	Introduction to Electronic Data Process	3
Economics	303	Money, Credit and Banking	3
Management	305	Small Business Management	3
	314	Office Management	3
Marketing	304	Marketing	3
OAdm.	251	Business Communications	3
	310	Supervising O/S Personnel	3

Minor B.A. and B.S. Degree**18 sem. hrs.****Required Courses****12 sem. hrs.**

Business	370	Principles of Insurance	3
	371	Property and Casualty Insurance	3
	372	Life Insurance	3
	373	Casualty Claim Practice	3

The additional 6 credits from the following:**6 sem. hrs.**

Business	306	Business Law I	3
	307	Business Law II	3
	310	Statistics	3
Management	305	Small Business Management	3
	314	Office Management	3
Marketing	205	Salesmanship	3
	304	Marketing	3

Real Estate Option**66 sem. hrs.****Required Courses****54 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
Business	102	Introduction to Business	3
	141	Business Mathematics	3
	306	Business Law I	3
	360	Real Estate Principles	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
	386	Real Estate Finance	3
Economics	201, 202	Economic Principles and Problems	6
	303	Money, Credit and Banking	3
Marketing	205	Salesmanship	3
	304	Marketing	3
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3

The additional 12 credits from the following:**12 sem. hrs.**

Business	307	Business Law II	3
Management	305	Small Business Management	3
	314	Office Management	3
Marketing	320	Advertising	3
OAdm.	310	Supervising O/S Personnel	3

Minor B.A. and B.S. Degree**21 sem. hrs****Required Courses****21 sem. hrs.**

Accounting	201	Principles of Accounting I	3
Business	306	Business Law I	3
	360	Real Estate Principles	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
	386	Real Estate Finance	3
Economics	201	Economic Principles and Problems	3

Child Care**(Associate in Applied Science)**

Child Care is the study of the life and development of children. The two-year Associate in Applied Science Degree provides practical experience in working with children in community agencies as well as in college classroom study. Work in community agencies enables students to become aware of employment possibilities, requirements of these various operations, and the application of their classroom work.

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools and as aides in public schools. They may also be employed in home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government. The program also prepares the student for the vocation of parenting.

Child Care**67 sem. hrs.**

Education	220	Areas of Exceptionality in Special Education	3
English	104	Written English	3
	109	Technical Report Writing	3
	207	Children's Literature	3
Home Ec.	110	Elementary Nutrition	2
	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Practicum	1
	200	Child Care Practicum	3
	201	Principles of Food Selection and Preparation	3
	230	Theory and Practices in Work with Young Children	3
	232	Practicum with Young Children	3
	310	Family Life Education	3
	312	Consumer Education	3
	328	Cognitive Affective Development of Children	3
	330	Child Care and Development	3
	331	Adolescent Development	2
	332	Child Development Problems	3
Phy. Sci.	100	Scientific Methodology	2
	101	(Choose one)	2
	or 102, or 103, or 104, or 105		
Psych.	101	Introduction to Psychology I	3
Spch. Com.	459	Speech Correction	3
Suggested Electives			7
Acct.	201	Principles of Accounting I	3
Art	255	Art Appreciation	2

Bus	102	Introduction to Business	3
	306	Business Law I	3
CJ	100	Introduction to Criminal Justice	3
CS	100	Introduction to Electronic Data Processing	3
Educ	221	Education of Exceptional Children (PR: Educ 220)	3
EMS	101	Techniques of Emergency Medical Services	4
Math	110	Mathematics for Elementary Teachers I	3
Mgmt	305	Small Business Management	3
Mus	205	Music Appreciation	2
	207	Beginning Recorder	2
P.Ed.	326	Early Psychomotor Development	2
Safety	200	Accident Analysis and Emergency Care	2

Minor B.A. and B.S. Degrees**26 sem. hrs.**

Home Ec.	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Practicum	1
	230	Theory and Practice in Work with Young Children	3
	232	Practicum with Young Children	3
	328	Cognitive, Affective Development of Children	3
	330	Child Care and Development	3
	332	Child Development Problems	3

Elective hours to be selected from the following**4**

Ed.	200	Introduction to Education	3
	220	Areas of Exceptionality in Special Education	3
	250	Social Foundations of Education	3
English	207	Children's Literature	3
Psy.	330	Developmental	3
Home Ec.	110	Elementary Nutrition	2
	310	Family Life Education	3
	331	Adolescent Development	2

Clerical**(Associate in Science)**

The clerical program is offered for students who are interested in employment in a medical, legal, or executive office but who are not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

Places of employment:

Government agencies
Insurance companies
Industrial companies
Banks

Types of jobs:

Clerk-typists
Filing clerks
Bookkeepers
Office machine operators
Receptionists
Mailroom clerks

Two-Year Clerical Program**64 sem. hrs.****Required Courses**

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3

OAdm.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	362	Directed Office Experience	2
CS	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	314	Office Management	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communications	3
		or	
	107	Speech Improvement	3
		Electives	11

Minor B.A. and B.S. Degrees**26 sem. hrs.**

(Not open to majors in Group D Business Administration.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	340	Principles of Word Processing	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	362*	Directed Office Experience	2

*Specialized courses in office administrative management and office experience may be substituted.

Computer Science**(Associate in Science)**

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the programming of a typical commercial or scientific computer.

Places of employment:

Government agencies
Insurance companies
Banks
Wholesale business
Public utilities
Manufacturing

Types of jobs:

Computer programming
Computer operations

Equipment

On-line terminal access to an IBM mainframe and several DEC VAX computers as well as access to IBM PC and PS/2 microcomputers in several labs.

Two-year Computer Science**65 sem. hrs.****Required Courses**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4
	104	COBOL Programming I	4
	204	COBOL Programming II	4
	220	Business Systems	3

	103	FORTTRAN Programming I	4
	201	Assembler Programming	4
	250	Programming Languages	3
Accounting	201, 202	Principles of Accounting I, II	6
English	104, 108	Written and Advanced Written English	6
Management	309	Principles of Management	3
Math	115	Intermediate Mathematics II	4
OAdm.	101	Beginning Typewriting/Keyboarding	2
Electives		15

Criminal Justice

(Associate in Applied Science)

Designed to prepare individuals for effective law enforcement careers, the program at Fairmont Community College provides students with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with adviser assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:

Local, county, and state
governments
Industrial commercial
security agencies
Social service agencies

Types of jobs:

Police officers
Correctional officers
Technical and related careers
in criminal justice
Security/loss prevention coordinators
Private investigators

Criminal Justice

68 sem. hrs.

Required Courses

28 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
Spch. Com.	100	Intro. to Speech	3
Pol. Sci.	103	American National Government	3
Psych.	101	Intro. to Psychology	3
	250	Community Psychology	3
Sociology	110	Intro. to Sociology	3
	200	Social Problems	3
E.M.S.	101	Techniques of E.M.S.	4

Criminal Justice Required Courses

24 sem. hrs.

C.J.	100	Intro to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	206	Intro. to Corrections	3
	212	Abnor. Behav. and Crisis Inter.	3
	236	Criminal Investigation	3
	240	Adjudication Process	3
	320	Criminology	3

Criminal Justice Elective Courses

12 sem. hrs.

(Adviser approval required)

C.J.	199	Special Topics	1-12
	200	Criminalistics	3
	201	Traffic Law Enforcement	3
	205	Natural Resource Law	3
	209	Firearms	2
	210	Firearms Lab	1

246	Criminal Evidence and Proc.....	3
310	Public and Police Admin.....	3
315	Business and Indust. Security.....	3
316	Community Relations in CJ.....	3
335	Analysis of Police Operations.....	3
355	Analysis of Correctional Operations.....	3

General Electives**4 sem. hrs.****Minor B.A. and B.S. Degrees****24 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	240	Adjudication Process	3
	320	Criminology	3

Approved CJ Electives	9
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Emergency Medical Services***(Certificate in Applied Science)**

The following Emergency Medical Services One-Year Certificate Program is designed to train paraprofessionals to provide Emergency Medical Services commensurate with the needs of the geographic region. Current West Virginia EMT-A certification is a prerequisite to admission into the program. Upon successful completion of the program, participants are eligible for examination by the West Virginia Division of Public Health, Office of Emergency Medical Services, at the EMT-Paramedic level

Emergency Medical Services Program***36 sem. hrs.**

English	104	Written English	3
	109	Technical Report Writing	3
EMS	202	EMT-Paramedic I	8
	203	EMS Practicum I	2
	204	EMT-Paramedic II	8
	205	EMS Practicum II	2
Bio.	170	Anatomy & Physiology	4
Psy.	101	Introduction to Psychology	3
Al. Hlth.	100	Medical Terminology	3

*Admission to this certificate program is limited to emergency service personnel in the North Central West Virginia EMS System and requires the approval of the EMS Program Coordinator.

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology**68 sem. hrs.****(Associate in Science)****Requirements**

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
	215	Architectural Drafting	4
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
Art	140	Art Structure and Applied Design	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3

Civil Engineering Technology**67 sem. hrs.****(Associate in Science)****Requirements**

Eng	104	Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
CS	101	Applied Tech. Program	3
Tec	290	Engineering Analysis I	4
Mat	100	Materials and Processes	3
Mec	100	Statics	3
	200	Strength of Materials	4
Drafting	100	Engineering Graphics	3
	235	Technical Drafting	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4
	320	Construction Planning, Estimating and Contracts	3
Speech	100	Intro. to Speech Comm.	3

Commercial Design/Graphics Technology**65 sem. hrs.****(Associate in Applied Science)**

Eng	104	Written English	3
	109	Technical Report Writing	3
Jour	320	Advertising	3
Drafting	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	260	Practicum Commercial/Graphics	6
	300	Basic Photography	3

Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life.....	3
	341	Graphics	3
	363	Painting in Watercolor	3
Electives (must be selected from list below):			9
GCT	220	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout and Design II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3

Minor, B.A. and B.S. Degree**33 sem. hrs.**

GCT	100	Graphic Communication Processes	3
	200	Image Assembly I.....	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3
Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing	3
	241	Drawing from Life.....	3
	363	Painting in Watercolor	3

Drafting/Design Engineering Technology**68 sem. hrs.****(Associate in Applied Science)****Requirements**

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I.....	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
CS	101	Applied Tech. Program.....	3
Safety	201	Occupational Safety	3
Tec	290	Engineering Analysis I.....	4
Mat	100	Materials and Processes	3
Drafting	100	Engineering Graphics	3
	205	Technical Illustration	3
	215	Architectural Drafting	4
	225	Descriptive Geometry.....	2
	235	Technical Drafting	3
	245	Architectural Design	2
	255	Tool Design	4
	270	Computer Graphics	3
Spch.	100	Intro to Speech Comm	3
Technical Electives (Adviser approved)			2

Electronics Engineering Technology (TAC/ABET Accredited) 69 sem. hrs.**(Associate in Science)****Requirements**

English	104	Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communication Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
Drafting	100	Engineering Graphics	3
CS	101	Applied Technical Program	3
Spch	100	Intro. to Speech Comm.	3

Graphic Communications Technology**67-68 sem. hrs.****(Associate in Science)****Requirements**

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Econ	200	Introduction to Economics	3
Bus	141	Business Mathematics	3
Acct.	201	Principles of Accounting I	3
Phy. Sci.	104	Physics	2
CS	101	Applied Tech. Program	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Drafting	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	240	Graphic Arts Photography	3
	250	Graphic Communications Practicum	6
	300	Basic Photography	3
Bus Ed	101 or 102	Beginning or Inter. Type./Key	2/3
Management	305	Small Business Management	3
Technology Electives (selected from list below)			6
GCT	230	Layout and Design I	3
	270	Screen Printing Techniques	3
	320	Image Assembly II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to	
		Graphic Communications	3

Manufacturing Engineering Technology**67 sem. hrs.****(Associate in Science)****Requirements**

Acct.	201	Principles of Accounting I	3
CS	101	Applied Tech. Programming	3
Drafting	100	Engineering Graphics	3
English	104	Written English	3
	109	Tech. Report Writing	3
Mat	100	Materials & Processes	3
Math	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
Mfg	205	Engineering Economy	3
	210	Machine Shop	3
	250	Personnel Prob & Labor Relations	3
	260	Master Planning	3
	265	Mat Requirement Planning	3
	270	Inventory Control	3
	275	Capacity Management	3
	280	Production Activity Cont	3
	285	JIT Manufacturing	3
	290	Statistical Process Cont	3
	299	Practicum	4
Safety	201	Occupational Safety	3
Spch	100	Intro to Speech Commun	3
Tec	302	Manufacturing II	3

Mechanical Engineering Technology**67 sem. hrs.****(Associate in Science)****Requirements**

English	104	Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
CS	101	Applied Tech. Program	3
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
Mat	100	Materials and Processes	3
Drafting	100	Engineering Graphics	3
Drafting	235	Technical Drafting	3
	270	Computer Graphics	3
Spch	100	Intro. to Speech Comm	3
Mec	100	Statistics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3

Safety Engineering Technology**68 sem. hrs.****(Associate in Science)****Requirements**

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Chem	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Safety Ed	101	First Aid	2
Safety	210	Disaster Preparedness and Emergency Systems	3
	220	Environmental Hazard Control	3
	230	Introduction to Industrial Hygiene	3
	235	Fire Prevention and Inspection	3
	240	Safety Engineering Design	3
	250	Safety Legislation and Compliance	3

Fashion Merchandising**(Associate in Applied Science)**

Fashion Merchandising is a program designed to train competent department managers or fashion coordinators for department stores, fashion boutiques or small retail firms, as well as for ownership of independent fashion shops. This program will provide background to pursue a number of fashion industry careers.

Fashion Merchandising**66 sem. hrs.**

Business or Business English	102	Introduction to Business	
	141	Business Mathematics	3
	104	Written English	3
	109	Technical Report Writing	3
Home Ec.	101	Principles of Clothing Construction	3
	102	Advanced Clothing Construction	2
	103	Clothing Selection	2
	115	Intro. to Fashion Merchandising	3
	116	Fashion Illustration	3
	210	Textiles	3
	217	Fashion Retailing & Merch. (PR: H.Ec. 115)	3
	218	Fashion Merchandising Practicum (PR: H.Ec. 116)	4
	251	Applied Design	2
	312	Consumer Education	3
Marketing	205	Salesmanship	3
	304	Marketing	3
	320	Advertising	3
Management	305	Small Business Management	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Comm.	3
Theatre	140	Theatrical Production	2
Electives			9

Suggested Electives

Accounting	201	Principles of Accounting I	3
Arc	200	Graphics (PR: Drf 215)	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
Bus.	306	Business Law I	3
CS	100	Introduction to Electronic Data Processing	3
Drafting	100	Engineering Graphics	3
	205	Technical Illustration (PR: Drf 100)	3
Economics	200	Economics	
or			
Economics	201	Economic Principles and Problems	3
Gct	100	Graphic Communication Processes	3
	200	Image Assembly I (PR: Gct 100)	3
	300	Basic Photography	3
Home Ec.	140	Intro. to Interior Design	3
	315	Home Management	3
Journalism	270	Communications in Society	3
Mgmt.	308	Personnel Management	3
Mktg.	300	Retailing	3

*Recommended Prerequisite: Art 142 Drawing is recommended as a prerequisite for students with no previous art experience.

Minor, B.A. and B.S. Degrees**24 sem. hrs.**

Home Ec.	101	Principles of Clothing Construction	3
	103	Clothing Selection	2
	115	Introduction to Fashion Merchandising	3
	116	Fashion Illustration	3
	210	Textiles	3
	217	Fashion Retailing and Merchandising	3
	218	Fashion Merchandising Practicum	4
Mktg.	304	Marketing	3

Food Service Management**(Associate in Applied Science)**

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. This degree will also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:

Airlines
Cafeterias
Catering Organizations
Clubs
College-School Food Services
Commercial Food Processing
Fast Food Service Operations
Hospitals
Hotels, Motels

Industrial food management
Restaurants

Types of jobs:

Chef's Assistants
Cooks
Food Directors
Food Managers (Chain Operations)

Food Service Management**64 sem. hrs.**

Accounting	201	Principles of Accounting I	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
CS	100	Introduction to EDP	3
English	104	Written English	3
	108	Adv. Written English	3
Home Ec.	110	Elementary Nutrition	2
	201	Principles of Food Selection and Prep	3
	201L	Laboratory	0
	202	Meal Management	2
	202L	Laboratory	0
	219	Intro. to Food Service Industry	3
	220	Diet Therapy and Com. Nutrition	3
	221	Food Service Equipment	2
	223	Quantity Foods	3
	224	Food Service Practicum	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1
Management	308	Personnel Management	3
Phys. Ed.	101	Basic Physiological Conditioning-Health	1
	102-170	Basic Activity Course	1
Phy. Sci.	102	Chemistry or	
	104	Physics	2
Psychology	101	Introduction to Psychology I	3
Sociology	110	Introduction to Sociology	3
Electives			7

Suggested Electives

Business	306	Business Law I	3
Economics	200	Economics	3
Home Ec.	312	Consumer Education	3
	315	Home Management	3
	318	Home Management Problems	2
Management	305	Small Business Management	3
Management	305	Small Business Management	3
Marketing	304	Marketing	3
Speech	100	Introduction to Speech Communication	3

Minor, B.A. and B.S. Degrees**24 sem. hrs.**

Accounting	201	Principles of Accounting I	3
Home Ec.	110	Elementary Nutrition	2
	201	Principles of Food Selection and Prep	3
	201L	Laboratory	0
	219	Intro. to Food Service Industry	3
	221	Food Service Equipment	2
	223	Quantity Foods	3
	224	Food Service Practicum	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1

General Studies

(Associate of Arts)

The General Studies associate of arts degree is excellent for students who wish to complete a degree before going on to a career training program. Some technical and professional occupations require applicants to have completed at least two years of college before entering their training programs. The General Studies degree will give students that background.

This degree also benefits those students who are undecided about a major and those who wish to improve their general education or update their skills. The courses follow the General Studies curriculum of the College.

Prospects

- Two-year degree needed for some technical and professional training programs.
- Minimal college degree for those temporarily unable to complete a four-year program.
- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies*

64 sem. hrs.

Semester 1

English 104	3
Art 255 or Music 205 or Music 207 or Theatre 100	2
History or Social Science	3
Physical Education Activity	1
Science or Math	4-5
Elective	2-3
	15-17

Semester 2

English 108	3
History or Social Science	3
Science or Math	4-5
Electives	5-6
	15-17

Semester 3

English 260	3
History or Social Science	3
Speech Communication 100	3
Electives	7
	16

Semester 4

English 250	3
History or Social Science	3
Electives	10
	16

*The History or Social Science and Science or Math requirements of this program may be fulfilled only by courses that are listed in the General Studies curriculum for the Bachelor of Science (B.S.) Degree.

Interior Design

(Associate in Applied Science)

This program is designed to prepare students to seek employment as an interior decorator, an assistant to an interior designer, or a home planner. Students will be prepared to work in the field of residential or commercial interior planning as a consultant and coordinator to plan, design and select materials and components. The retail industry is a major employer for graduates of this program. The opportunity to be self-employed in a design studio is also a possible career direction. Personal satisfaction may also be attained through the application of design concepts in the home. Fundamentals of the design process, technical application and professionalism contribute to a strong preparation.

Interior Design

64 sem. hrs.

Art	255	Art Appreciation	2
Business	141	Business Mathematics	
		or	
	102	Introduction to Business	3
Drafting	100	Engineering Graphics	3
	215	Architectural Drafting (PR: Drf 100)	4
	245	Architectural Design (PR: Drf 215)	2
English	104	Written English	3
	108	Advanced Written English	3
Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Interior Design Practicum (PR: H.Ec. 371)	4
	320	Home Planning and Furnishing	3
	351	Home Arts	3
	371	Problems in Interior Design (PR: H.Ec. 140)	4
Marketing	205	Salesmanship	3
	300	Retailing	
		or	
Management	305	Small Business Management	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Comm.	3
Tec	410	Guided Design Seminar	4
Electives			6

Suggested Electives

Art	140	Art Structure and Applied Design	3
Art	141	Art Structure and Applied Design	3
Acct	201	Principles of Accounting I	3
Bus	102	Introduction to Business	3
Bus	251	Business Communications	2
Home Ec.	103	Clothing Selection	2
Home Ec.	316	Household Equipment	2
Mgmt	305	Small Business Management	3
Mrkt	320	Advertising	3
Arc	200	Graphics (PR: Drafting 100)	3
Arc	230	Architectural History I	3
Arc	260	Architectural History II (PR: ARC 230)	3
Civ	210	Light Construction	4
Tech	199	Computer Graphics (Special Topics)	3
CS	100	Intro. to Electronic Data Processing	3

Suggested Electives

Minor, B.A. and B.S. Degrees

24 sem. hrs.

Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Interior Design Practicum	4
	320	Home Planning and Furnishing	3
	371	Problems in Interior Design	4
Art	255	Art Appreciation	2
Drafting	100	Engineering Graphics	3

Medical Laboratory Technology

(Associate in Applied Science)

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State College and medical institutions, Fairmont Clinic, Fairmont General Hospital, Roche Biomedical Laboratory in Fairmont, United Hospital Center, Inc., in Clarksburg, Louis A. Johnson, V.A. Medical Center, Clarksburg and Preston Memorial Hospital, Kingwood, West Virginia.

In addition to general studies and a common core of Allied Health Science Courses 44 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to continue in the Medical Laboratory Technology Program, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Chemistry 105 and 106, Biology 170 and 205, MLT 101, 102, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, and 216. Failure to maintain this average will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT 101 or 102 or failure of MLT 101 or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is accredited by the Committee on Allied Health, Education and Accreditation (CAHEA). Upon completion of the required curriculum, students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors:

1. Meeting the general admission requirements of Fairmont State College.
2. Having successfully completed high school chemistry or its equivalent.
3. Submitting an application for admission, designating MLT as a major field of study; ACT or SAT scores, high school transcript or GED scores, and a college transcript (if applicable) to the Admissions Director by January 31 in order to be considered for the following academic year.
4. Having a strong math and science background.

Places of employment:

Hospitals

Clinics

Independent Laboratories

Physicians' offices

Public health agencies

Pharmaceutical firms

Research institutions

Types of jobs:

Medical laboratory analysis

Medical Laboratory Technology**74 sem. hrs.****Semester I**

Eng.	104	Written English	3
Math	111	Intro. to Algebra	3
Chem	105	Chemical Principles	5
MLT	101	Introduction to MLT	3
Bio	170	Anatomy & Physiology	4
			18

Semester II

English	108	Advanced Written English	3
Chemistry	106	Chemistry Principles	5
Biology	205	Technical Microbiology	4
Psychology	101	Introduction to Psychology I	3
MLT	102	Clinical Microscopy and Laboratory Instrumentation	3
			18

(All of the above courses must be completed prior to the clinical year.)

Twelve-Month Academic and Clinical Rotation

MLT	200	Clinical Serology Lecture	1
MLT	201	Clinical Serology Practicum	1
MLT	202	Clinical Biochem. Lecture	4
MLT	203	Clin. Biochem. Practicum A	2
MLT	204	Clin. Biochem. Practicum B	2
MLT	205	Clinical Microbio. Lecture	4
MLT	206	Clin. Microbio. Practicum A	2
MLT	207	Clin. Microbio. Practicum B	2
MLT	208	Clin. Mycology and Parasitology	1
MLT	209	Clin. Microscopy Practicum	1
MLT	210	Clin. Hematology Lecture	4
MLT	211	Clinical Hematology Practicum A	2
MLT	212	Clin. Hematology Practicum B	2
MLT	213	Immunohematology Lecture	4
MLT	214	Immunohematology Practicum A	2
MLT	215	Immunohematology Practicum B	2
MLT	216	Seminar	2
			38

Medical Record Technology**(Associate in Applied Science)**

The Medical Record Technology Program is designed to prepare students to work as medical record technicians in health care facilities.

The medical record technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval, statistical reporting and analysis, transcription, legal aspects of health information, with release of information, disease and operation coding, indexing and DRG assignments, requirements for licensure and accreditation, quality assurance, risk management, and management.

In addition to mastery of technical skills such as operating word processing equipment, abstracting discharge data to support quality assurance activities, and supporting committee chairpersons in carrying out committee functions, the technician will be prepared to accept the responsibility of supervising health record operations in a variety of health facilities.

The Medical Record Technology Program is accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Graduates of the program are eligible to apply to write the accreditation examination of the American Medical Record Association for the Designation ART—Accredited Record Technician.

In order to continue in the program of Medical Record Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied Health 100, 102; Biology 170; MRT 103, 104, 107, 108, 109, 110, 205, 206, 207, 208, and 209. Failure to maintain this average results in dismissal from the program.

Withdrawal or failure in any MRT course results in dismissal from the program. Readmission will be based on reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals selected for the program will be notified before March 31. Admission is based on these factors: high school records, ACT scores, and college course work (if applicable). One year of high school instruction in typewriting or a minimum proficiency skill of 35 words per minute is required for admission to the program. Proof of this proficiency may be demonstrated by submitting a statement from a former instructor at the time of application or by taking a typewriting test administered by Health Careers Division personnel.

Places of employment:

Physician's offices
Clinics
Health Agencies
Hospitals
Insurance Companies
Law Firms
Nursing Homes
State and Federal Agencies

Types of jobs:

Medical Record Clerk
Medical Record Transcriptionist
Supervisory
Medical Auditors/DRG
(financial) analyst
DRG/Coding Specialist

Medical Record Technology

68 sem. hrs.

Semester I

MRT	103	Directed Practice I	1
	104	Introduction to Medical Records	3
	107	Storage Systems	2
AH	100	Medical Terminology	3
Soc	110	Introductory Sociology	3
English	104	Written English	3
Psy	101	Introduction to Psychology I	3
			18

Semester II

MRT	110	Legal Aspects of Health Information	3
	106	Directed Practice II	2
	108	Medical Transcription/Word Processing	3
	109	Health Care Statistics	3
Bio	170	Anatomy and Physiology	4
Elective			2
			17

Semester III

MRT	205	Classification Systems, Indexes, Registers	5
	206	Directed Practice III	3
AH	102	Pathophysiology	3
English	108	Advanced Written English	3
CS	100	Introduction to Electronic Data Processing	3
			17

Semester IV

MRT	207	Health Information Supervision	5
	208	Directed Practice IV	3
	209	Seminar	2
MGT	314	Office Management	3
Elective			3
			16

Nursing**(Associate in Science)**

The two-year Associate Degree Nursing Program is designed to prepare beginning technical practitioners of nursing to work in structured settings. The curriculum includes a balance of nursing and non-nursing courses. Learning experiences in the college and clinical laboratories are a vital component of the nursing courses. Students have the opportunity to apply nursing theory and skills in clinical settings which may include area hospitals, nursing homes, nearby clinics, schools and mental health facilities.

To be considered for admission into the nursing program, the applicant must:

1. Meet the general admission requirements of Fairmont State College.
2. Have successfully completed high school chemistry or (Physical Science 102).
3. Submit application for admission designating nursing as a major field of study, ACT or SAT scores, high school transcript or GED scores, and college or LPN transcript (if applicable) to the Admissions Director by December 31 to be considered for the following academic year.
4. Submit a resume to the Admissions Director if the candidate is not a recent high school graduate.
5. Have a strong math and science background.

An impartial computerized selection process is employed to rank applicants to the nursing program. ACT or SAT scores; high school or college grade point average or GED scores; grades in chemistry, biology, and algebra; and college courses completed that apply to the nursing degree (if applicable) are all considered in the evaluation process. Licensed Practical Nurses who are admitted to the program may challenge by examination selected nursing courses for credit.

To remain in the nursing program, a student must receive a grade of "C" or above in every nursing course. To enroll in the second year of the program, a student must have a 2.0 average in the following courses: Biology 170, (Anatomy and Physiology); Home Economics 110, (Elementary Nutrition); Biology 205, (Technical Microbiology); Psychology 101, (Introduction to Psychology); and Allied Health 106, (Introduction to Pharmacology). Failure to meet either of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

To graduate from the nursing program, a student must have a grade of "C" or above in every nursing course and a cumulative 2.0 grade point average.

Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse provided they meet the following legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 7. These requirements are:

1. Is of good moral character
2. Has completed an approved four-year high school course of study or the equivalent thereof
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board
4. Has not been convicted of a felony

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Nursing

70 sem. hrs.

First Term (Fall Semester)

Allied Health	106	Intro. to Pharmacology	2
English	104	Written English	3
Nursing	101	Fundamentals of Nursing	6
Home Ec.	110	Nutrition	2
Biology	170	Anatomy and Physiology	4
			17

Second Term (Spring Semester)

Psychology	101	Introduction to Psychology I	3
Nursing	103	Medical-Surgical Nursing	8
Biology	205	Technical Microbiology	4
			15

Summer Session (5 weeks)

Nursing	120	Psychiatric Nursing	6
			6

Fourth Term (Fall Semester)

English	108	Written English	3
Sociology	110	Introduction to Sociology	3
Nursing	202	Medical-Surgical Nursing	8
	204	Trends in Nursing	2
			16

Fifth Term (Spring Semester)

Pol. Sci.	103	American Government	3
		or	
	200	Introduction to Political Science	3
Nursing	205	Maternity Nursing (8 weeks)	5
	206	Nursing of Children (8 weeks)	5
Elective		(Consent of Adviser)	3
			16

Psychological Service Technician

(Associate in Applied Science)

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in service careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

In practice students perform therapeutic-preventive roles and are involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation, under supervision.

Types of jobs:

Community action workers
 Caseworker aides
 Psychiatric aides
 Public health aides
 Mental health aides
 Employment service interviewers
 Social security officers
 claims
 interviews

Places of employment

Public institutions
 Private institutions
 Corrections organizations
 Schools
 Drug abuse center programs
 Mental health careers
 Hospitals

Psychological Service Technician**64 sem. hrs.**

English	104	Written English	3
	108	Advanced Written English	3
		or	
	109	Technical Report Writing	3
Spch. Com.	100	Introduction to Speech Communication	3
	233	Interpersonal and Small Group Communication	3
Sociology	110	Introduction to Sociology	3
Psychology	101	Introduction to Psychology	3
	102	Introduction to Psychology	3
	210	Personal Adjustment	3
	250	Community Psychology	3
		or	
	260	Industrial and Personnel-Psychology	3
	230	Social Psychology	3
	494	Interpersonal Dynamics	3
	497	Clinical Practicum I	3
	498	Clinical Practicum II	3
		Psychology Electives	12
		Electives	9
	480	Directed Studies	4

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from the psychology curriculum or other disciplines. This flexibility allows for an optimum "student-training—job market" fit. It is in the Practicums and Seminar, where the student's educational experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Minor, B.A. and B.S. Degrees**18 sem. hrs.****Required Courses**

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 Level		6
Any two courses from the 300 or 400 Levels		6

Retail Management**(Associate in Science)**

Designed to prepare students for careers in middle management positions in large or small retail firms as well as for independent store ownership. Retail Management combines on-campus courses with part-time positions at carefully selected area retail establishments, consistent with individual employment goals.

During the two-year period a minimum of 240 hours of on-the-job training is required, enabling students to put theory into practice while developing competencies through practical experience. Course work emphasizes the functions of marketing, economics, merchandising, operations and management within the retailing field. Students are provided academic, personal and occupational guidance and assistance in finding both full-time and part-time employment.

Places of employment:

Positions in large and small firms
Vacation resorts
Hotels
Motels
Wholesale establishments

Types of jobs:

Independent store ownership
Management training with
retail firms
Sales—retail and wholesale

Retail Management Curriculum

64 sem. hrs.

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting I, II	6
Marketing	300	Retailing	3
Management	308	Personnel Management	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306, 307	Business Law	6
Marketing	320	Advertising	3
	205	Salesmanship	3
	312	Retail Field Experience	4
English	104, 108	Written English	6
Economics	201, 202	Economic Principles and Problems	6
CS	100	Intro. to Electronic Data Processing	3
Electives			9

Minor, B.A. and B.S. Degrees

18 sem. hrs.

Marketing	205	Salesmanship	3
	300	Retailing	3
	304	Marketing	3
Management	305	Small Business Management	3
	308	Personnel Management	3
Marketing	320	Advertising	3

The minor in Retail Management cannot be used to fulfill the minor requirement when the major is Marketing, Option H of the B.S. in Business Administration (pages -).

Secretarial

(Associate in Science)

The two-year secretarial program provides entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures. Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program. Training is provided for specializations in medical, legal, and executive office procedures.

While the secretary's primary job is taking dictation and transcribing for one or more persons, often in a stenographic pool, the secretary may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies, as well as the business, he/she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

Places of employment:

Business, legal and medical offices
Government agencies
Insurance firms
Banks
Legal departments

Types of jobs:

Stenographers
Secretaries
Executive Secretaries
Clerical positions

Required Courses

62 sem. hrs.

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	202	Shorthand I	3
	204	Secretarial Accounting	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	205	Shorthand II	3
	206	Shorthand III	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	361	Specialized Office Procedures	3
	362	Directed Office Experience	2
CS	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	314	Office Management	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

The Secretarial Associate in Science Degree and the Clerical minor (page) cannot be used to fulfill the minor requirements when the major is Office Administrations option D of the B.S. in Business Administration.

Word Processing

(Associate in Science)

The Associate in Applied Science degree in Word Processing is designed to prepare men and women for full-time employment immediately upon completion of the two-year program.

The curriculum combines instruction in the areas required for competence as a word processor in business, government, and industry by: studying word processing theory and concepts; training on the IBM Microcomputer and electronic typewriter; and planning, organizing, and controlling records in the electronic office.

Two-Year Word Processing/Office Automation**64 sem. hrs.****Required Courses**

Business	102	Introduction to Business	3
	306	Business Law I	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	310	Supervising Office Systems Personnel	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Electronic Records Management	3
	343	Word Processing Transcription	3
	344	Word Processing Management	3
	345	Word Processing Practicum	2
	346	Word Processing Directed Office Experience	2
	360	General Office Procedures	3
CS	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	314	Office Management	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communication	3
Electives			6

Office Specialist Certificate**Certificate Requirements****32-34 sem. hrs.****Required Courses****23 sem. hrs.**

OAdm.	102	Inter. Typewriting/Keyboarding	3
	211	Adv. Typewriting/Keyboarding	3
	230	Intro. to Word Processing	3
	251	Business Communications	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	362	Directed Office Experience	2
English	104	Written English	3

Select one of the two following alternatives:**CLERICAL****11 sem. hrs.**

Bus.	102	Intro. to Business	3
	141	Business Mathematics	3
OAdm.	204	Secretarial Accounting	3
H. Ec	103	Clothing Selection	2

SECRETARIAL**9 sem. hrs.**

*OAdm.	201	Shorthand Theory	3
	202	Shorthand I	3
	361	Spec. Office Procedures	3

*If a student has had previous shorthand training, office administration electives should be taken in lieu of beginning shorthand.

Veterinary Technology

(Associate in Applied Science)

The Veterinary Technology Program trains individuals for a career as Veterinary Technicians (V.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians, V.T.s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice.

The most financially rewarding positions for V.T.s are in some aspects of Laboratory Animal Medicine. The V.T. Program, provides the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

The V.T. Program is a limited enrollment program, with a new class starting each fall. Applications should be received by the Director of Admissions before January 31. Individuals applying by this date and admitted to the program will be notified before April 15. Applications received after January 31 will be considered on a "space available" basis. Admission is based on high school records, ACT or SAT scores, prior experience, and prior college work (if applicable).

Part-time students are admitted to the program.

To continue in the V.T. Program, the student must meet the following standards:

- a. Pass all courses required for the A.A.S. Degree.
- b. In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with an overall 2.0 average: VT 113, VT 114, VT 116, VT 122, VT 130, VT 210, Biology 170, and Biology 205.
- c. Continue to maintain the 2.0 G.P.A. overall and in the V.T. classes, after the second semester.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. When a student fails a required course, the applicant must pass the course with a "C" grade or better before applying for readmission to the program. Students in good standing who withdraw from the program for unpredicted or uncontrollable reasons will be given priority consideration if they reapply.

Recommended Curriculum Schedule

76 sem. hrs.

Fall Semester — First Year

English	104	Written English	3
AH	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
VT	113	Introduction to Veterinary Technology	3
VT	114	Breeds and Breeding	2
VT	130	Animal Parasitology	3

18 sem. hrs.

Spring Semester — First Year

English	108	Advanced Written English	3
Biology	205	Technical Microbiology	4
VT	116	Clinical Procedures	5
VT	122	Treatment of Diseases	3
VT	210	Lab Animal Technology	3

18 sem. hrs.

Summer (Both Terms)

VT	271	Preceptorship I	8 sem. hrs.
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Fall Semester — Second Year

Speech	100	Introduction to Speech	3
VT	212	Farm Animals	3
VT	217	Clinical Lab Procedures	4
VT	222	Animal Diseases	4
Chem	101	General Chemistry	4

18 sem. hrs.**Spring Semester — Second Year**

VT	219	Seminar	2
VT	272	Preceptorship II	12

14 sem. hrs.

Courses of Instruction

Accounting

(Division of Commerce)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorships.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201.

203. Accounting Practicum **three hours**

This course consists of the study of accounting job entry level skills as defined from a survey of typical employers. It includes the study of accounting considerations of starting a new business, initiation of an accounting system, payroll accounting, payroll tax reporting, consumer sales tax reporting, related income tax reporting and cash control. Micro-computer accounting application instruction is incorporated in this course. The student will be required to complete a micro-computer accounting application project. PR 201 or equivalent.

301. Intermediate Accounting I **three hours**

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: 202.

302. Intermediate Accounting II **three hours**

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: 301.

303. Accounting Internship **one to four hours**

The program is designed to offer the student a ten-week internship with an accounting, industrial, or governmental organization during the summer. The student will receive up to four hours of college credit for the internship program. When possible, the term of the internship should coincide with the two five-week summer terms offered at Fairmont State College. However, this can be adjusted to the needs of the student and/or employers. Regardless of the length of the internship, the student will receive a maximum of four hours credit.

330. Advanced Accounting I **three hours**

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: 302.

331. Advanced Accounting II **three hours**

A continuation of business 330; exploration of advanced accounting topics. PR: 330.

404. Cost Accounting **three hours**

The relationship of cost accounting to the performance of management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control and (4) cost analysis. PR: 302.

- 405. Auditing** **three hours**
Duties and responsibilities of auditors, methods of verification of balance sheet and income and expense accounts with the applicable principles of internal control. Preparation of working papers, schedules, audit reports, and certificates. PR: 201, 202, 301, 302.
- 406. Federal Income Tax Accounting: Individual** **three hours**
Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.
- 407. Federal Income Tax Accounting: Partnership and Corporation** **three hours**
Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: 406.
- 410. Analytical Methods — Accounting** **three hours**
This course is designed to provide stimulus for critical analysis of accounting, finance, and ethics problems. Emphasis is placed on research, organization of data, critical analysis, communication of conclusions, and presentation skills. Through case studies and spreadsheet modeling, students will enhance their analytical and problem-solving skills by formulating solutions to problems which are encountered in accounting environments. PR: Accounting 302, Business 230, 401, or Consent of instructor.

Allied Health

(Division of Science and Mathematics/Health Careers)

- 100. Medical Terminology** **three hours**
Designed to enable the student to recognize medical works from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.
- 102. Pathophysiology of Disease** **three hours**
Study of the disease process, terminology and association with the body structure. Fall Semester.
- 106. Introduction to Pharmacology** **two hours**
This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Admission to the nursing program or consent. Fall and Spring Semesters.
- 199. Special Topics in Allied Health** **one-twelve hours**
Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.
- 301. Health Care Organizations** **three hours**
Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. Fall Semester.

302. Management Problems of the Health Care Delivery System **three hours**

Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 301. Spring Semester.

341. Death and Dying **three hours**

This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall and Spring Semesters.

372. Legal and Medical Ethics **three hours**

This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis would be placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor. Fall and Spring Semesters.

399. Special Topics in Allied Health Administration **one-six hours**

Studies in special selected topics in health administration and management are determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives. Arranged.

401. Allied Health Practicum and Seminar **three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 301. As needed.

412. Veterinary Laws and Ethics **one hour**

The legal and ethical responsibilities of the business manager and other paraprofessionals of the veterinary profession are studied. PR: Upper class status. As needed.

427. Health Record Administration **three hours**

This course is designed to acquaint the student with medical record composition, documentation, release of confidential information, filing systems, disease classification systems and Joint Commission on Accreditation of Hospitals Regulations. PR: Consent of Instructor. Fall Semester (Alternate Years-Odd).

Art

(Division of Fine Arts)

140. Art Structure and Applied Design **three hours**

Introductory course in the principles of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester.

- 155. Theory of Art** **two hours**
Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.
- 199. Special Topics in Art** **one-twelve hours**
Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 241. Drawing from Life** **three hours**
Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.
- 255. Art Appreciation** **two hours**
Considers the social and historical backgrounds and modern developments in various art fields.
- 261. Painting** **three hours**
Introductory course in painting, exploring various painting media and techniques. PR: 140, 141, 142 or instructor's consent.
- 262. Painting** **three hours**
Continuation of 261 emphasizing individual creative developments. PR: 261 or consent of instructor.
- 278. Ancient and Medieval Art** **three hours**
History of Art from prehistoric times to 1400 A. D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters.
- 280. Practicum** **six hours**
Supervised on-the-job learning work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program.
- 283. Modeling and Sculpture** **three hours**
Introductory course using clay modeling, plaster, and metal sculpture.
- 284. Modeling and Sculpture** **three hours**
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.
- 341. Graphics** **three hours**
Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Offered the spring semester.
- 353. Elementary Art Education I** **two hours**
Experiences and theory designed to prepare students to teach art on the kindergarten-primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.
- 354. Elementary Art Education II** **two hours**
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented—with references to the needs of students in teaching grades 5-8.
- 355. Problems in Teaching Art I** **two hours**
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.
- 356. Problems in Teaching Art II** **two hours**
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.
- 361. Painting in Oil** **three hours**
Development of individual expression in painting. PR: 262 or consent of instructor.

- 362. Painting in Oil** **three hours**
Continuation of 361. PR: 361 or instructor's consent.
- 363. Painting in Watercolor** **three hours**
Introductory course in the fundamentals and techniques of watercolor. PR: 140, 141, 142 or instructor's consent.
- 364. Painting in Watercolor** **three hours**
Continuation of 363 emphasizing individual creative development. PR: 363 or consent of instructor.
- 377. Italian and Northern Renaissance Art** **three hours**
History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: Art 155. Offered once every three semesters.
- 378. Nineteenth Century and Contemporary Art** **three hours**
History of art from the nineteenth century to the present with an analysis of art movement. PR: Art 155. Offered once every three semesters.
- 383. Pottery** **two-three hours**
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.
- 384. Pottery** **two-three hours**
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.
- 431. Methods and Materials in Teaching Art** **two hours**
Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in service. Taken during the Initial Performance Practicum.
- 461. Advanced Painting in Oil** **three hours**
PR: Art 362 or consent.
- 462. Advanced Painting in Oil** **three hours**
PR: Art 461 or consent.
- 463. Studio in Painting** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 362.
- 464. Studio in Pottery** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 384.
- 465. Studio in Sculpture** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.
- 467. Area Studies in Drawing & Painting** **one-four hours**
- 468. Area Studies** **one-four hours**
- 469. Area Studies** **one-four hours**
A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.
- 470. Senior Exhibit** **one hour**
Required of all art majors during their senior year: to organize a formal gallery exhibition of works selected from their college work.

Banking

(Division of Commerce)

180. Principles of Banking

three hours

This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

283. Bank Investments

three hours

This course covers the theories and principles governing the management of a bank's assets, and includes practical applications illustrating the principles at work. The course covers risk definition and risk management, liquidity, the various calculations of yield, asset/liability management, gap management, forecasting and cash flow analysis, investment instruments and techniques, plus hedging, futures and other contemporary financial practices. PR: Banking 180 and 284 or consent.

284. Bank Management

three hours

This course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking. PR: Banking 180 or consent.

285. Analyzing Financial Statements

three hours

This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, breakeven analysis and other analytical tools. PR: Accounting 201, 202 and Banking 180.

287. Bank Simulation

two hours

The simulation presents an integrated approach to bank management that reinforces technical and functional management skills. Students function as members of a bank management team whose responsibilities include: analysis and planning, organizational structure, administration, policy formulation and implementation, forecasting, loan and discount pricing, portfolio management, marketing and resource allocation, accounting, taxes, and asset/liability, "gap," and capital management. PR: Banking 180 or consent of instructor.

288. Consumer Lending

three hours

This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance and rate structure and yields. PR: Banking 180 or consent.

292. Trust Business

three hours

This course provides an overview of the generally accepted principles of the law of estates and trusts and covers the nature of the functions and services of a trust department. PR: Banking 180 or consent.

294. Commercial Lending

three hours

This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. PR: Banking 180 or consent of instructor.

295. Bank Internship**three hours**

Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Banking or Accounting. This course may be repeated for-up to six hours credit. PR: Banking 180, Accounting 201, 202, and consent of instructor.

Biology

(Division of Science and Mathematics/Health Careers)

101. Introduction to Biology**four hours**

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Introduction to Biology**four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements.

103. Introduction to Environmental Biology**four hours**

Introductory studies involving class discussions and laboratory or field work in the principles of environmental biology. Designed primarily for the student interested in the problems of environmental concerns, the interrelations among organisms and their physical and chemical environments. Three lectures and one two-hour laboratory or field session per week.

150. Human Sexuality**three hours**

The study of the various aspects of human reproduction. Anatomical, physiological, ecological and sociological areas of reproduction will be covered. It is designed as a general education course for all students. Biology 150 will not be accepted toward fulfilling specific requirements for any degree in biology.

170. Anatomy and Physiology**three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as the interactions. Three hours lecture and one 2-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

199. Special Topics in Biology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology**three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

205. Technical Microbiology**four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and

inevasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one 2-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology **three hours**

A survey stressing the taxonomy, distribution and habits of representative forms of the area. Special emphasis on collection, identification, land preservation of some of the more representative forms. One hour lecture and/or 4 hours of laboratory and field work per week. PR: 101, 102, or 103; or 219, 230.

215. Bio-Photography **two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

219. General Zoology **four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one 2-hour laboratory per week.

220. Invertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: 219.

221. Vertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 219.

224. Microbiology **four hours**

Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease-producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: 230.

230. General Botany **four hours**

Two lectures and two two-hour laboratories each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses.

242. Bio-Ecology **three hours**

Two lectures and one two-hour laboratory each week. This course constitutes a study of the relationships of organisms to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: 101, 102, or 103; or 219, 230.

245. Aquatic Ecology **three hours**

An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102 or 103; or 219 or 230.

250. Introduction to Entomology **three hours**

One hour of lecture and two, two-hour labs per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.

285. Field Zoology **three hours**

Primarily for those who teach or intend to teach biology. This course aims to familiarize students with the animal life of the State in its natural surroundings and includes the collection, identification, and study of habits of the various forms found in this region. PR: 101, 102, or 103; or 219.

290. Field Botany**three hours**

Designed primarily for those students who plan to teach. The various groups of plants are considered in the field and laboratory with emphasis on the seed plants. Some attention is given to ecology. PR: 101, 102 or 103 or consent of instructor.

300. Environmental Microbiology**four hours**

This course is designed to acquaint the student with the importance of microorganisms to humans and the environment. Included are the relationships of microorganisms and their interactions with both plant and animal communities including humans, the ecological parameters of microorganisms, the biogeochemical cycles and the applied aspects of the field of microbial ecology. Laboratory emphases will be on the isolation of bacteria, on the interactions of different microbial populations and studies of both qualitative and quantitative chemical changes in the natural ecosystem. Two lectures and two, 2-hour labs each week. PR: Biology 224.

310. Cell Biology**three hours**

An introductory course in cellular physiology emphasizing functions common to all living forms of matter. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology**three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102, or 103; or 219 or 230 or 242.

340. The Plant Kingdom**three hours**

Two lectures and one two-hour laboratory per week. This course deals with the structural characteristics of the great plant groups through the bryophytes. Their organization, development, and reproductive structures are considered in detail. Teaching materials are compiled and techniques are developed. There are field trips on occasion. PR: 230.

341. The Plant Kingdom**three hours**

Two lectures and one two-hour laboratory each week. Continuation of the Plant Kingdom 340, but may be taken as an independent unit. This course covers the vascular plants including the ferns, gymnosperms, and angiosperms. PR: 230.

342. Mycology**four hours**

The course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relation of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: 230.

350. Comparative Anatomy of Vertebrates**four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be given to evolutionary structural advancements. PR: 221.

360. Biochemistry**three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological oxidation, and other aspects of the subject are considered. PR: Chemistry 305, Biology 230, 221, and 310. (Chemistry majors and minors by consent.)

368. Animal Physiology**four hours**

This course is designed to give consideration to the physiological process of animals, including integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory exercises will place emphases on the same physiological processes. Three lectures and one 2-hour lab per week. PR: Biology 219 and Biology 310.

370. Plant Physiology **four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, and growth and development. PR: 230, 310.

380. Introduction to Genetics **three hours**

Principles of inheritance; chemical nature, structure and function of genetic materials. Implications to population and human genetics. Two hours lecture and one two-hour laboratory per week. PR: 219, 230, and 310.

381. Principles of Evolution **three hours**

A study of the principles of organic evolution; physical, chemical and biological phenomena related to the understanding of the long term changing process of life. Two lectures and one two-hour laboratory per week. PR: 101, 102, or 103; or consent.

411. Histology **four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and study their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: 221 or 350.

415. Hydrobiology **four hours**

A study of the physical, chemical, and biological aspects of the various aquatic habitats. Emphasis is on the ecology of the various communities, with development of techniques in field ecology which may apply. Two lectures and two two-hour laboratory periods per week. PR: 210, 219, and 230 or consent.

418. Plant Pathology **three hours**

This course constitutes a study of the causal agents of plant diseases and their morphological and physiological effects upon the host. Consideration is also given to the control measures involved. Two lectures and one two-hour laboratory weekly. PR: 230 and 342 or consent of instructor.

420. Vertebrate Embryology **four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: 221 or 350.

430. Plant Taxonomy **three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: 341 or consent of instructor.

440. Plant Anatomy **three hours**

Two lectures and one two-hour laboratory each week. Attention is given to the fundamental tissue organization of the higher plants. Development and differentiation of cell type and structures are considered as they relate to the functioning of the organism as a whole. PR: 230.

450. Comparative Physiology **four hours**

A detailed study of the significance of the chemical properties of protoplasm in life processes including nutrition, respiration, circulation, excretion, nervous, reproduction and feed back mechanisms of control of synthesis, release, hyper and hypo conditions, chemical nature and effects of the secretions and synergistic interactions. Two lectures and two two-hour laboratory periods per week. PR: 310, 350, 368.

475. Research Methods in Biology **three hours**

This course is an introduction to the methods used in collecting, analyzing, and reporting biological data. Two lectures and one, two-hour laboratory each week. PR: 20 hours of biological courses and consent.

490. Seminar in Biology **one hour**

All biology majors, in the B.S. program either in their junior or senior year, will meet for one hour each week, for one semester. Each student will participate at least

once during the term by reviewing a pertinent topic of biological significance for his fellow participants. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences

two hours

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration

(Division of Commerce)

102. Introduction to Business

three hours

A survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. The student is provided, early in his college training, with the information of and preparation for the advanced courses in business to aid in choosing his major studies. Limited to the two-year secretarial and clerical curricula, non-majors, and four-year business education students. This course may not be taken by students seeking the B.S. in Business Administration even when required as part of the minor selected. Students falling into this category are, with the approval of their adviser, to select a substitute course from the areas of Accounting, Business, Economics, Management, Marketing, and CS.

141. Business Mathematics

three hours

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to a review of basic arithmetic skills and procedures; these basic procedures will be applied to routine business computational problems. This course is not open to students with previous credit in Math; it does not meet General Requirements for Math; it is not open to students with credit for Math 205 unless fulfilling requirements for a B.A. in Business Education; and, it does not meet the requirements for a Business elective, except where it is specifically included in the curriculum.

199. Special Topics in Business

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

230. Microcomputer Applications in Business

three hours

This course will afford students the opportunity to improve their skills in the area of business applications software. No programming will be involved. Software programs to be addressed will reflect those most commonly used in the business community. PR: CS 100.

306. Business Law I

three hours

A study of the nature and function of our legal system, courts, and procedures, including the law of contracts, agency, and partnership.

307. Business Law II

three hours

Continuation of 306. Substantive law of corporation, sales, secured transactions, commercial papers, and the legal basis of property as applied to business situations. Business 307 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 306.

310. Statistics

three hours

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

350. Investments**three hours**

This is an introduction and survey course covering the broad field of investments, with the approach being descriptive rather than quantitative. There is substantial emphasis on terminology and vocabulary, and the course covers fixed- and variable-return investments, options and futures, markets and brokerage operations, portfolio theory and analysis, and real estate investments.

360. Real Estate Principles**three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination. PR: Accounting 201, Economics 201.

361. Real Estate Law**three hours**

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships, and legal transactions, and to determine when an attorney should be consulted. PR: Business 306, 360, or consent of instructor.

362. Real Estate Appraisal**three hours**

An examination of the nature of real property value, the functions and purposes of appraisal, the functions and methods of estimating value with emphasis on residential market value. The objective of the course is to equip the student with minimum knowledge and skills necessary to demonstrate application of cost, income, and market data approaches to real property value. PR: Business 360 or consent of instructor.

370. Principles of Insurance**three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

371. Property and Casualty Insurance**three hours**

The course emphasis is placed on understanding coverages, policy provisions and concepts common to casualty and property insurance. Property and casualty contracts and forms studied are those common to the industry.

372. Life Insurance**three hours**

This course is designed primarily for students wishing an in-depth study of life, health, estate planning and annuity contracts. The law of contracts and agency, policy provisions and contents will also be studied.

373. Casualty Claim Practice**three hours**

This course includes the basic theory of claims practice, establishing the validity of written proofs of loss, investigating the scene of the loss, verification of loss, negotiating settlement, and application of human relations to claims. Common law, statutory law, and modern court decisions will be reviewed.

386. Real Estate Finance**three hours**

This course is a survey and introduction course covering the general area of real estate finance, with emphasis on residential financing. The course covers the terminology and documents of real estate financing, the nature of ownership and conveyance, the

mathematics of real estate finance, the secondary markets and government activities, mortgage lenders, and some current issues in the marketplace. PR: Business 360 or permission.

399. Special Topics in Business

one-six hours

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree programs.

401. Business Finance

three hours

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions. PR: Accounting 201, 202.

408. Business Internship

three hours

The internship places students in consulting situations which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

412. Applied Business Research

three hours

This course will introduce students to research design and methodology and the analysis and application of information derived from business research activities. Specific areas of research will include marketing, personnel, sales management, and related business topics. PR: Business 310.

415. Business Policy

three hours

This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Commerce Division. Through the process of case analysis, students will enhance their analytic and problem-solving skills by formulating the policies and strategies that are used in modern business organizations. PR: Senior standing in Commerce and consent.

449. Directed Readings in Business and Economics

three hours

Based on their interests, students will select books from a current reading list prepared by the Commerce faculty. Following a critical review of each book, the student will report and discuss its contents and implications with a faculty reader. The number of books read by each student during the semester will depend on the degree of difficulty of the books and the level of student understanding. PR: Open only to senior business majors with 24 hours of business or economics, 3.0 grade point average, and consent of the course coordinator.

450. Practicum

three-twelve hours

A work internship in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

***Business Education**

(Division of Commerce)

199. Special Topics in Business

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

*Note: For other courses related to this subject matter area, refer to the section entitled Office Administration.

431. Methods and Materials in Teaching Business Education **two hours**

This course addresses teaching strategies for communication-related, computation-related, information-processing and basic business skills. A brief overview of business education at all levels and the professional role of the business teacher are addressed. The course is to be taken as part of the Initial Performance Practicum. Spring semester only.

Chemistry

(Division of Science and Mathematics/Health Careers)

101. General Chemistry **four hours**

Three lectures and one three-hour laboratory. A study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. No PR but an understanding of simple algebra is needed.

102. General Chemistry **four hours**

Three lectures and one three-hour laboratory. An extension of chemistry 101 with emphasis on specific areas of application. This course includes an introduction to organic chemistry and biochemistry dealing with typical compounds and important reactions. Other typical applied areas include air and water pollution, reduction of important ores, synthetic polymers, toxic materials and their actions, and nuclear chemistry. PR: Chemistry 101.

103. Modern Chemistry **four hours**

Three lectures and one three-hour laboratory. This course is designed to provide background for those students who take Chemistry 101 and 102 and then decide to take additional chemistry. It includes principles of chemical kinetics, equilibrium, electron-transfer processes, and theories of chemical bonding. PR: 102. Can be taken concurrently with 205 or 305.

105. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. A study of inorganic and elementary physical chemistry based on modern chemical concepts, including Stoichiometry, Atomic and Molecular Structure, Periodic Properties, Phase Relations Solution Chemistry, Chemical Equilibrium and Kinetics, Electrochemistry, and Nuclear Chemistry. Qualitative Techniques and an introduction to computer programming are included in the laboratory. PR: One unit of high school chemistry.

106. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. Continuation of Chemistry 105. PR: Chemistry 105.

199. Special Topics in Chemistry **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

205. Analytical Chemistry **four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106, or 103 concurrently.

- 206. Instrumental Analysis** **five hours**
Three lectures and two three-hour laboratories. Theory of and practical experience in the use of modern chemical instrumentation. Includes Spectroscopic, Chromatographic, Electrochemical, and Radio-chemical methods. PR: Chemistry 205.
- 305. Organic Chemistry** **four-five hours**
Three lectures and one or two three-hour laboratories. A systematic study of organic chemistry with emphasis on kinetic behavior, structural relationships, and reaction mechanisms. Includes the study of all major classes of organic compounds and functional groups. Chemistry majors and minors must take the five-hour course; others may elect either the four- or five-hour course. PR: Chemistry 106, or 103 concurrently, or 102 and consent of instructor for four hours only.
- 306. Organic Chemistry** **four-five hours**
Three lectures and one or two three-hour laboratories. Continuation of Chemistry 305. PR: Chemistry 305.
- 340. Physical Approach to Modern Chemistry** **three hours**
Three hours lecture per week. A study of elementary physical chemistry embracing the concepts without the utilization of calculus. This course is designed to provide the background necessary to teach the new high school courses in chemistry, physics and physical science, and it also provides valuable background for biology and pre-professional students. PR or corequisite: Chemistry 205 or 305.
- 401. Independent Study and Research** **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.
- 402. Independent Study and Research** **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.
- 403. Independent Study and Research** **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.
- 405. Physical Chemistry** **four hours**
Three lectures and one three-hour laboratory. A rigorous study of Kinetics, Thermodynamics, Quantum Mechanics, Phase Equilibria, Electrochemistry, and Nuclear Chemistry. PR: Chemistry 206, Chemistry 305, Mathematics 315, and Physics 102.
- 406. Physical Chemistry** **four hours**
Three lectures and one three-hour laboratory. Continuation of Chemistry 405. PR: Chemistry 405.
- 440. Intermediate Organic Chemistry** **three hours**
Three lectures. An advanced study of organic reaction mechanisms and organic syntheses. PR: Chemistry 306.
- 450. Intermediate Inorganic Chemistry** **three hours**
Three lectures. An advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. PR: Chemistry 340 or 405.
- 460. Seminar** **one hour**
Each chemistry major should register for seminar one semester, preferably during his senior year. PR: Consent of Instructor.

Computer Science

(Division of Commerce)

- 100. Introduction to Electronic Data Processing** **three hours**
Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature

of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed.

101. Applied Technical Programming **three hours**

This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and software. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101.

102. Principles of Programming I **three hours**

This course provides a study of the foundations of computer programming. Students are introduced to the basic data types, expression evaluation, variables and symbol tables, structured (GOTO-less) programming logic, procedures and functions. Elementary file processing is introduced. Projects using the language PASCAL will be assigned to exemplify these concepts and to give students experience using an editor and a compiled language. Because of its demanding character, this course is recommended primarily for CS majors or minors and for persons wishing to satisfy Graduate School entry requirements.

103. FORTRAN Programming I **four hours**

This course provides an introduction to FORTRAN 77 including I/O statements, looping, arrays and subroutines. Programming projects are assigned to give the student practical experience in program development. Applications involve both file processing and numerical computation. PR: CS 102.

104. COBOL Programming I **four hours**

This is an introductory course for the major business programming language. Students learn the COBOL language organization and are given practice in planning, writing, and processing COBOL programs. The COBOL language requires the development of a complete understanding of data, records, and files. PR: CS 102.

108. Principles of Programming II **four hours**

This course is a continuation of CS-102. Structured data types including record structures, files, queues, stacks, and linked lists are covered in this course. Methods of manipulating those structures including sorting, searching, and file processing are covered. Programming projects are assigned to illustrate usage of these structures. PR: CS-102.

120. Educational Microcomputing **three hours**

This course consists of an overview of microcomputers illustrating how and why they are used in public school systems. Instructional software packages will acquaint students with the software packages applicable to the educational environment. Skill in computer programming using an appropriate language for microcomputers will be developed.

199. Special Topics in Electronic Data Processing **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming **four hours**

This course develops an understanding and skill in computer programming at the assembler level. The key objective is for students to become familiar with the internal operation of the computer. Topics covered include data representation, assembler instructions and their machine language representation, stack operation, and subroutine calling conventions. Programming projects are assigned to exemplify the topics covered. PR: CS-108 and a grade of "C" or better in Math 115.

203. FORTRAN Programming II **four hours**

This is an advanced course in programming and applications using the FORTRAN language. Topics covered include advanced data types, advanced subroutine features, internal read and write, advanced I/O features and efficiency concerns. This course will be offered only if sufficient demand is apparent. PR: CS 103.

204. COBOL Programming II**four hours**

This is an advanced course in application programming using the COBOL language. The course includes table handling, sorting, the report writer, file updating, video forms design, and other advanced topics. PR: A grade of "C" or better in CS 104.

220. Business Systems**three hours**

Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: CS 108, CS 104.

230. Microcomputer Applications in Business**three hours**

This course will afford students the opportunity to improve their skills in the area of business applications software. No programming will be involved. Software programs to be addressed will reflect those most commonly used in the business community. PR: CS 100.

250. Programming Languages**three hours**

The syntax and structure common to various programming languages are studied in this course. In addition, short programs are assigned in each of several languages. Experience with command languages and batch files for operating systems is also provided. PR: CS-108.

260. Microcomputer Programming**three hours**

This course covers those aspects of programming unique to microcomputers including storage constraints, execution speed constraints, full screen data entry, and keyboard control. Programming projects are assigned to exemplify topics covered. PR: CS-201.

300. Computer Graphics**three hours**

This course provides an overview of interactive graphics programming. Topics include the design of a simple graphics package, interactive devices and techniques, geometrical transformations, and viewing in three dimensions. Representation of three dimensional shapes is also developed. PR: Math 116, CS-103.

302. Data Structures**four hours**

The more complex data structures including trees, balanced trees, and hashing functions are covered in this course. Other topics include recursion, advanced sorting and searching algorithms, and analysis and comparison of algorithms. Projects are assigned to illustrate usage of these structures. PR: CS-201.

305. Student Consulting**one hour**

The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the computer center for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent.

308. Compiler Construction**four hours**

This course provides an understanding of the anatomy of a typical compiler. Symbol tables, parsing, expression evaluation, and compilation of control structures are covered. Students will write a small compiler as an assigned project. PR: CS-302.

410. Data Base Management**three hours**

This course provides familiarization with data base terminology and data base management. The primary emphasis of the course will be a project utilizing a query language. The project will involve the use of a scanner, data dictionary, and various subroutines such as update, delete, etc. PR: CS-302.

420. Selected Advanced Topics**four hours**

Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the division head. PR: CS-302.

421. Computer Science Special Project

four hours

Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement. PR: Consent of instructor.

Criminal Justice

(Division of Social Science)

100. Introduction to Criminal Justice

three hours

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101. Police Operations

three hours

Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; traditional procedures are questioned and improvements sought. Interrelationships of various police divisions are also scrutinized.

199. Special Topics in Criminal Justice

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Criminalistics

three hours

A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search, fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

201. Traffic Law Enforcement

three hours

A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.

202. Principles of Criminal Law I

three hours

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

204. Police Defense Tactics

two hours

The student will be exposed to the methods of physical protection, that includes the techniques of baton use, disarmament and defense techniques.

205. Natural Resources Laws

three hours

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement.

206. Introduction to Corrections

three hours

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms I

two hours

The moral aspects, legal provisions, safety precautions, restrictions covering the use of firearms; nomenclature, and the firing of sidearm and shotgun. PR: CJ major or minor and instructor's consent.

- 210. Firearms Lab** **one hour**
The course content will include practical skill development in the use of a handgun with emphasis on the principles of decision shooting.
- 211. Field Service Internship** **three hours**
A supervised work experience with an assigned law enforcement agency for purposes of increasing understanding of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.
- 212. Abnormal Behavior and Crisis Intervention** **three hours**
A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed.
- 236. Criminal Investigation** **three hours**
Fundamentals of investigation; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.
- 240. Adjudication Process** **three hours**
Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.
- 246. Criminal Evidence and Procedures** **three hours**
Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach.
- 302. Principles of Criminal Law II** **three hours**
This is a continuation of Principles of Criminal Law I, which will include the interpretation of criminal statutes and the study of criminal intent.
- 310. Public and Police Administration** **three hours**
Principles of administration and management of the police operation and its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.
- 315. Business and Industrial Security** **three hours**
The role of security and the security industry in criminal justice; administrative, personnel, and physical aspects of the security field; loss prevention management in proprietary and government institutions, variations in physical security systems.
- 316. Community Relations in C.J.** **three hours**
Problems in citizen relations; treatment of victims, witnesses and jurors; citizen involvement in the criminal justice process; community resources related to criminal justice programming.
- 320. Criminology** **three hours**
The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.
- 335. Analysis of Police Operations** **three hours**
Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.
- 340. Laws of Arrest, Search & Seizure** **three hours**
The course is designed to instruct the student in the principles of arrest, search and seizure. This will be undertaken by acquiring knowledge in case law and statutory law. PR: 100.
- 350. Group Techniques** **three hours**
The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: 212.

355. Analysis of Correctional Operations**three hours**

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole.

360. Community-Based Corrections**three hours**

This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: 206.

365. Licit and Illicit Drugs**three hours**

This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: 100.

401. Independent Study**one-three hours**

Surveys and applied research as approved by student's major adviser.

402. Special Issues in Criminal Justice**three-nine hours**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

405. Terrorism**three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Criminal Justice or Political Science)

410. Research in Criminal Justice**three hours**

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports.

411. Field Practicum**three-twelve hours**

A supervised professional study conducted in the criminal justice field setting.

420. Juvenile Justice Process**three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles — philosophy and practice; treatment procedures.

425. Evaluation of the Criminal Justice System**three hours**

Discussion and evaluation of criminal justice policies and practices with a focus upon crime prevention as the goal of the system; presentations by criminal justice officials; evaluation of career opportunities; preparation of senior research paper.

495. Seminars in Criminal Justice Management**one-three hours**

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems.

Economics

(Division of Commerce)

199. Special Topics in Economics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics**three hours**

The general education courses in the field of economics. It is intended to introduce the student to the broad field of economics, including materials from both macro- and microeconomics. Primarily, the course instructs the student in how our economic system operates. Some attention is given to other economic systems. Not open to students with credit from Economics 201.

201. Economic Principles and Problems (for those meeting the requirement of six hours in Economics)**three hours**

The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202. Economic Principles and Problems (for those meeting the requirements of six hours in Economics)**three hours**

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR 201 or 200.

301. Intermediate Economic Analysis: Microeconomics**three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: 201, 202.

302. Intermediate Economic Analysis: Macroeconomics**three hours**

National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: 201, 202.

303. Money, Credit, and Banking**three hours**

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: 201, 202.

305. Economics of Labor**three hours**

A review of labor history with emphasis on the aims and methods of labor organizations, and theories of wages, and the current trends in labor-management relations. PR: 201, 202.

307. Personal Finance**three hours**

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer. PR: 201, 202.

401. Managerial Economics**three hours**

This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: 201, 202.

406. Guided Economic Study**one-three hours**

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum**three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Professional Education

(Division of Education/Health, Physical Education, Recreation and Safety)

199. Special Topics in Education

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Education

three hours

This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating a realistic career decision and a professional commitment to teaching. It is recommended that students take this course no earlier than the first semester of their sophomore year.

220. Areas of Exceptionality in Special Education

three hours

A guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

221. Education of Exceptional Children

three hours

A survey of Special Education designed to acquaint the student with the research issues, assessment devices and classroom management techniques. The laboratory component highlights these aspects of Special Education. PR: Ed. 220 or consent of division head.

250. Social Foundations of Education

three hours

This course is an analysis of the foundations of education with special emphasis on the historical, philosophical and sociological basis for programs, instructional strategies, and teaching behaviors in American education. It is recommended for students in their sophomore year. A laboratory experience in a school setting is required.

300. The Reading Process

two hours

Examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. Should be taken concurrently with Education 303 and 304 in junior year. PR: Education 200, 250 and 302.

302. Human Growth and Development

three hours

An analysis of human growth and development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications. Observations of school age children are required. PR: Education 200, 250 and 58 or more semester hours with a C average.

303. Educational Psychology

three hours

A representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 250, 302, Admission to Teacher Education and 76 or more semester hours.

304. Developmental Reading

two hours

A study and application of teaching methods, materials and resources in the development of various reading skills. Should be taken concurrently with Education 300 and 303 in the junior year.

309. Early Education Curriculum

three hours

Materials and methods integrating communication arts, social education, quantitative concepts, problem solving, scientific inquiry, movement and creative expression for the young child (age 3-5 years) in an educational setting. A laboratory experience is required. Offered during fall semesters only.

- 310. Organization and Administration of Early Education** **three hours**
 Program design and management, school-parent-community relations and influences affecting early education programs in varied educational environments. A laboratory experience is required. Offered during fall semesters only.
- 311. Behavior Disorders** **three hours**
 An in-depth investigation of the field of behavior disorders. Emphasis is placed on characteristics, etiology, history, educational strategies, current research, auxiliary agencies and educational assessment of children who are emotionally disturbed. A laboratory experience assists students in synthesizing the course content. PR: Education 220 or consent of the division head.
- 314. The Gifted and Talented** **three hours**
 A survey of the field of educational opportunities for the gifted and talented. Emphasis will be on the characteristics of the children, identification and assessment techniques, current research and issues in the field, as well as educational strategies involving school personnel, parental, professional, and governmental agency involvement with the programs. PR: Education 220 or consent of the division head.
- 317. Specific Learning Disabilities** **three hours**
 An overview of the field of Specific Learning Disabilities. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 or consent of the division head.
- 320. Education of the Mentally Retarded** **three hours**
 Analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 or consent of division head.
- 321. Diagnosis, Prescription and Assessment Techniques in Special Education** **three hours**
 An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 221, 311 or 314 or 317 or 320.
- 322. Curricula Approaches, Materials and Methods for the Mentally Retarded** **three hours**
 An investigation of curricular approaches, materials and methods utilized in reading, perception, speech and language, spelling and handwriting. The laboratory requires active participation in a classroom setting for the mentally retarded and examination of instructional materials. PR: Education 220, 221, and 320.
- 323. Curriculum Development for Gifted Children** **three hours**
 An investigation designed to acquaint the teacher trainee with those essential curricular approaches materials and methods utilized in teaching gifted children. The laboratory component of the course features active participation in a classroom setting for gifted students. PR: Education 220, 221, and 314.
- 324. Curriculum Development for SLD Children** **three hours**
 An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching children with specific learning disabilities. The laboratory component of the course features active participation in a classroom setting for learning disabled students. PR: Education 220, 221, and 317.
- 325. Curriculum Development for Behavior Disordered Children** **three hours**
 An in-depth investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods that can be utilized with students who are exhibiting maladaptive behavior patterns and are experiencing social and academic failures. PR: Education 220, 221, and 311.

- 402. Mathematics in the Elementary School** **two hours**
Emphasizes current materials and methods of instruction in elementary school mathematics and utilizes the psychological base of mathematics learning to relate mathematics content to methodology and methodology to children. PR: Admission to the I.P.P.
- 403. Language Arts in the Elementary School** **two hours**
Examines current materials and methods of instruction in the elementary school with major emphasis upon creative utilization of available materials and techniques in listening, handwriting, spelling and composition. PR: Admission to the I.P.P.
- 404. Social Studies in the Elementary School** **two hours**
A study of the objectives, materials, organization and instructional techniques in the social studies appropriate to the elementary school program. PR: Admission to the I.P.P.
- 405. Corrective Reading** **two hours**
A basic course in the causes of reading difficulties, diagnostic procedures and prescriptive techniques with emphasis on corrective methods and materials. PR: Admission to I.P.P. and Education 300 and 304.
- 420. Student Teaching Experience (Elementary)** **six hours**
Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.
- 421. Student Teaching Experience (Grades K-12)** **three hours**
Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.
- 422. Student Teaching Experience (Grades K-12)** **three hours**
Full-time involvement in the teaching-learning act in a public secondary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.
- 424. Educational Technology** **three hours**
Through direct experiences in utilizing and producing the latest educational equipment/materials, students identify the need for utilizing media, the characteristics and special needs of students to be served by them, and the basis for selecting the material to achieve the planned objectives of instruction. PR: Education 302, 303 and/or consent of the division chairperson. Offered during the fall semester only.
- 430. Reading Instruction in the Secondary Content Area** **two hours**
Develops understanding of the reading skills essential to the content subjects and instructional techniques for extending reading skills in those areas. PR: Admission to the I.P.P.
- 432. Evaluation Techniques in the Secondary School** **two hours**
Acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.
- 433. Instruction in the Secondary School** **three hours**
Involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

440. Applied Practicum in Mental Retardation**three hours**

A field-research practicum involving the prospective teacher, through analogous and equivalent practice, in diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issues are identified via action research, both in the field and laboratory. PR: Education 220, 221, 320, 321, and 322.

441. Practicum—Specific Learning Disabilities**three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a specific learning disability classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for SLD children. PR: Education 220, 221, 317, 321, and 322.

442. Practicum—Gifted Education**three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a gifted classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for gifted and talented children. PR: Education 220, 221, 314, 321, and 323.

443. Practicum—Behavioral Disorders**three hours**

A field-research practicum intended to actively involve the teacher trainee, through analogous and equivalent practice in the application and synthesization of previously learned concepts. Emphasis is placed on diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issue are identified via action research, both in the field and laboratory. PR: 220, 221, 311, 321 and 325.

450. Student Teaching Experience (Secondary)**six hours**

A full-time involvement in the teacher-learning act in a public secondary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

470. Student Teaching Experience in Mental Retardation**three hours**

A minimum four-week full-time student teaching experience in an appropriate public school setting. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD**three hours**

A minimum four-week full-time teaching experience in a public school setting in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching in Gifted**three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified gifted program with a licensed teacher in Gifted. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Gifted Students. PR: All coursework in the program.

473. Student Teaching in Behavioral Disorders**three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified program with a licensed special education teacher. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those concepts and skills essential in designing instructional approaches for the behaviorally disordered.

Emergency Medical Services

(Division of Science and Mathematics/Health Careers)

101. Techniques of Emergency Medical Services **four hours**

The study of the techniques of emergency medical services including: medical aid for victims of trauma or illness, principles of auto extrication, rope work, and radio communications. Training includes both classroom and field experience. In addition to regular course hours, four lab hours are required each week.

102. Clinical Practicum **three hours**

This practicum is designed to increase the field knowledge of the EMS student prior to entry into the Paramedic Training Program. This course is recommended by the State Office of Emergency Medical Services. PR: EMS 101, EMT Certification, and approval of the EMS Program Coordinator.

105. Specialized Rescue Techniques **three hours**

Study of rescue systems with emphasis in extrication. Advanced training in auto extrication, rigging, knot tying, tunnel rescue, etc. Provide knowledge in rescue equipment, limitations of use and maintenance.

199. Special Topics in EMS **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the EMS Program Coordinator and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

202. EMT-Paramedic I **eight hours**

This course provides didactic training in advanced life support aspects of emergency prehospital care and includes Division I: Prehospital Environment, Division II: Preparatory, Division III: Trauma, Division IV: Medical I Toxicology, Alcoholism, Drug Abuse, Infectious Diseases, and Pediatrics), Division V: Obstetrics, Gynecology, and Neonatal, and Division VI: Behavioral Emergencies of the *National Standard Curriculum for EMT-Paramedics* by the Department of Transportation. Must be taken concurrently with EMS 203.

203. EMS Practicum I **two hours**

This course is devoted to the practical application of advanced life support aspects of emergency prehospital care in management of illness/injuries covered in EMT-Paramedic I. It will consist of at least 90 hours in the hospital setting or on a Mobile Intensive Care Unit. Must be taken concurrently with EMS 202.

204. EMT-Paramedic II **eight hours**

This course provides didactic training in advanced life support aspects of emergency prehospital care and includes Division IV: Medical II (Respiratory, Cardiovascular, Endocrine, Nervous System, Acute Abdomen, Genitourinary System, Reproductive System, Anaphylaxis, Environmental Injuries, Geriatrics and Gerontology of the *National Standard Curriculum for EMT-Paramedics* by the Department of Transportation. Must be taken concurrently with EMS 205.

205. EMS Practicum II **two hours**

This course is devoted to the practical applications of advanced life support aspects of emergency prehospital care in management of illness/injuries covered in EMT-Paramedic II. It will consist of at least 90 hours in the hospital setting or on a Mobile Intensive Care Unit. Must be taken concurrently with EMS 204.

English

(Division of Language and Literature)

104. Written English

three hours

Training in writing and speaking, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English.

108. Advanced Written English

three hours

A continuation of English 104 stressing analytic and argumentative writing. One of the writing projects is a research paper. Laboratory work will be required of those who do not meet certain minimum standards in English. PR: English 104. English 108 is a prerequisite for all English courses numbered 200 or above.

109. Technical Report Writing

three hours

This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. 109 may be substituted for Eng. 108 in certain associate degree programs only.

199. Special Topics in English

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

207. Children's Literature

three hours

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

250. Survey of English Literature

three hours

A study of the mind and temper of the English people as seen in their literature from the Old English period to the present.

260. Survey of American Literature

three hours

A historical study of the American mind as expressed in literature from colonial times to the present.

302. Narrative and Descriptive Writing

three hours

Practice in writing the simpler forms of fiction and personal narrative with descriptive detail.

309. Advanced Technical Communication

three hours

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industrial and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language with informed and uninformed audiences.

311. Literature of the Romantic Period

three hours

A concentrated study of the works of such writers as Burns, Wordsworth, Coleridge, Byron, Shelley, and Keats.

312. Literature of the Victorian Period

three hours

A concentrated study of the works of such writers as Tennyson, Browning, Rossetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

315. Shakespeare

three hours

A study of representative histories, comedies, and tragedies.

318. Modern Drama

three hours

The study of modern dramas from the nineteenth century to the present.

- 319. General Semantics** **three hours**
Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.
- 321. Study of the English Language** **three hours**
Word history and analysis; diction; descriptive grammar and constructions; fundamentals of composition. Required of all prospective teachers of English; to be taken before the I.P.P. Sophomores must have permission of instructor.
- 322. The Short Story** **three hours**
A critical study of this art form based upon the work of British, continental, and American authors.
- 341. Survey of World Literature** **three hours**
A study in translation of some of the great ancient and medieval writers from Homer through Dante.
- 342. Survey of World Literature** **three hours**
A continuation of 341 covering the period from the Renaissance to modern times.
- 343. The Current Scene in Literature** **three hours**
A course showing present-day attitudes as reflected in the work of contemporary writers.
- 346. The British Novel** **three hours**
A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.
- 347. The American Novel** **three hours**
A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.
- 348. The Bible as Literature** **three hours**
A study of the literary types and content of the Bible.
- 350. American Prose** **three hours**
A survey of the crucial ideas and methods of major prose nonfiction writers in America who have sustained and stimulated American life. Included are such figures as Hemingway, Agee, Mailer, and Baldwin in this century and Thoreau, Mark Twain, Franklin, and Henry Adams from earlier eras.
- 351. Minority Literature** **three hours**
Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the development of the American experience. Minority writings include the efforts of Black, Latin, Indian and Asian spokesmen, as well as the products of European ethnic groups, such as Jewish and Irish writers.
- 352. Southern Literature** **three hours**
A study of representative Southern authors and works from colonial times to the present, emphasizing the characteristically Southern themes and point of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.
- 353. Eighteenth-Century Literature** **three hours**
A study of important British writers of the period, particularly Swift, Pope, Addison, and Johnson.
- 360. Major American Poets** **three hours**
A study of leading American poets, particularly Poe, Emerson, Whitman, Dickinson, Frost, Pound, and Eliot.
- 371. Folk Literature** **three hours**
A survey course whose chief emphasis is on the study of the oral literature of West Virginia; kindred material is also studied and collected — superstitions, riddles, stories, songs, and localized language.

372. The Art of the Motion Picture**three hours**

A course designed to trace the evolution of the motion picture from its most humble beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course is intended for the serious student of the verbal and visual arts, it is also designed to accommodate (as an elective) an interested student who is an avid film goer and desires to improve his appreciation of the films he sees.

376. Civilization—A Personal View**three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

413. Expository Writing**three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers.

420. Seventeenth-Century Literature**three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

421. Chaucer**three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde*.

422. The British Drama**three hours**

The history of English dramatic literature from medieval to modern times.

423. Literary Criticism**three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

431. Methods and Materials in Teaching English**two hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum.

450. Honors Literature**one hour**

This course is intended for the superior student of literature, regardless of major. It consists of guided readings, weekly seminars, and an examination covering each semester's work. In order to graduate "with honors," a student must earn three hours of credit. PR: Permission of Honors Committee. Credit: One hour per semester. The maximum number of credits a student can earn in English 450 is 4 hours.

460. Independent Studies**one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

French

(Division of Language and Literature)

101. Elementary French I**three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II**three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered as a satisfactory prerequisite for this course.

- 199. Special Topics in French** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 201. Intermediate French I** **three hours**
A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, the review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. There is included the use of a language laboratory. PR: 101 and 102, or two years of high school French, or equivalent.
- 202. Intermediate French II** **three hours**
The continuation of French 201. PR: 201, or equivalent.
- 220. French Special Topics I** **three hours**
A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.
- 292. Pro-Seminar. Special Topics. First Option, Topic I** **three hours**
This course is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period, and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with First Option, Topic II, described below. PR: Consent of instructor.
- 292. Pro-Seminar. Special Topics. First Option, Topic II** **three hours**
This course is taken in conjunction with First Option, Topic I, described above. It is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1930. PR: Consent of instructor.
- 292. Pro-Seminar. Special Topics. Second Option** **six hours**
This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture." PR: Consent of instructor.
- 301. Literature of the Seventeenth Century** **three hours**
Reading of the plays of Corneille, Racine, Moliere with outside reports from other classical writers. Comprehension, speaking, reading and writing all stressed. PR: Two years of college French or equivalent. Lab used.
- 310. Special Topics in French** **three hours**
Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.
- 311. French Composition and Conversation I** **three hours**
Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Language laboratory used. PR: 12 hours of French.
- 312. French Composition and Conversation II** **three hours**
Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture**three hours**

The content of the course consists of a study of the basic historical development and significant contributions to France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent.

321. Contemporary Literature**three hours**

Outstanding writers of the twentieth century, such as Camus, Ionesco, Proust, and Sartre. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation**three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on a high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses.

420. Refresher Course in Conversational French**three hours**

For secondary teachers seeking renewal credit. Conversation, grammar, phonetics, pronunciation, vocabulary, writing and listening comprehension. Individualized instruction relating to student's needs and goals. PR: Consent of instructor.

426. Main Currents of French Literature and Culture**three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. Texts taken from the Middle Ages to the Modern period, including selections from all genres. PR: French 202.

431. Methods and Materials in Teaching French**two hours**

Study and practice in teaching French language and literature, grades 5-12.

435. Foreign Language Methodology for Secondary Teachers**three hours**

A course dealing with all facets of teaching the language skills, culture, and literature, as well as learning to operate medial equipment, including the language laboratory. Instruction on topics such as individualization with the self-contained classroom, the use of the traditional grammar text with an audio-lingual approach, the writing of performance objectives for students and teachers, and new methods in foreign language teaching. Especially designed for secondary teachers seeking renewal credit. PR: Consent of the instructor.

Geography

(Division of Social science)

199. Special Topics in Geography**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography**three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography**three hours**

A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.

- 315. Urban Geography** **three hours**
A study of urbanization process including origin, growth, function, spatial patterns, structure and heirarchical arrangement of urban centers, and urban problems, with special references to American cities.
- 330. Geography of North America** **three hours**
A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.
- 340. Geography of Europe** **three hours**
A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.
- 350. Geography of Latin America** **three hours**
This course is a regional study of South America, Central America, Mexico, and the West Indies.
- 360. Geography of Africa** **three hours**
A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.
- 370. Geography of Asia** **three hours**
The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.
- 399. Maps and Diagrams** **three hours**
A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; the preparation and understanding of maps; and introduction to the application of computers for maps and diagrams.

Geology

(Division of Science and Mathematics/Health Careers)

- 101. General Geology** **three hours**
Two lectures and one two-hour lab per week. This course covers the materials of the earth's crust and the physical and chemical processes operating in and on the earth.
- 102. General Geology** **three hours**
A continuation of 101. Application of physical and chemical processes to interpret the history of the earth. Includes a survey of evolution and the fossil record.
- 199. Special Topics in Geology** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Health Education

(Division of Education/Health, Physical Education, Recreation and Safety)

- 100. Personal Health** **two hours**
The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health Science**two hours**

An in-depth study of the several content areas relating to health, contemporary health problems, and reciprocal relationships involving man, disease, and the environment are investigated.

199. Special Topics in Health**one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education**two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community Health Problems**three hours**

Philosophy, organization, identification and function of federal, state, and local public health agencies, and their role in dealing with community health and safety problems are presented. PR: Biology 101 and 102.

204. Health/Safety Seminar**three hours**

A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.

310. School Health Programs**three hours**

A comprehensive approach to the development of school health programs based upon the contemporary health needs and problems of students is investigated.

370. Contemporary Health Issues**three hours**

Identification, analysis and evaluation of our most critical health problems confronting society including drug abuse, addiction, human sexuality, cardiovascular disease, malignant neoplasm (cancer), and environmental health are examined. PR: Psychology 101 and Sociology 110.

400. Health Education for the Elementary School**two hours**

Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education**four hours**

The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

412. Drug Use—Abuse—Addiction**two hours**

Students will examine physiological, psychological, social, historical, legal and health aspects of drug use, abuse and addiction.

415. Human Sexuality**two hours**

The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

425. Environmental Health**two hours**

The traditional causes and emerging problems related to man's knowledge and understanding of environmentally-induced diseases are investigated. The study will involve the man-environment relationships conducive to optimum health.

431. Methods and Materials for Health Education**two hours**

This course is a study and discussion of methods and curriculum of teaching health education. Materials and techniques of instruction appropriate for all grade levels are examined.

450. Field Practicum in Public Health**four hours**

Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History

(Division of Social Science)

- 107. United States History I** **three hours**
The Age of Discoveries to the Reconstruction Era.
- 108. United States History II** **three hours**
The Reconstruction era to the present time.
- 111. History of Civilization I** **three hours**
The earliest times to the beginning of the modern era.
- 112. History of Civilization II** **three hours**
The beginning of the modern era to the contemporary period.
- 199. Special Topics in History** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 250. History of Technology** **three hours**
A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or Industrial-Technical Education.
- 280. Introduction to Appalachian Studies** **three hours**
An interdisciplinary study of Appalachian culture, focusing on the values, attitudes, and problems of the region, as reflected in its history, geography and its political, economic and social institutions. (This course may be taken for general elective credit toward all degrees, but does not satisfy the General Studies requirement for any degree.)
- 302. West Virginia** **three hours**
West Virginia history, government, and geography from the first settlements to the present time.
- 305. History of England** **three hours**
From Roman Britain to the present day.
- 312. Diplomatic History of the United States** **three hours**
The foreign relations of the United States and the development of basic American foreign policies from the colonial period to the present.
- 314. American Military History** **three hours**
This course will provide a survey of the history and growth of the United States military establishment. The course will focus on land warfare, emphasizing the evolution of tactics and the applications of the principles of war during the major military conflicts in which the United States engaged from the Revolutionary War to Vietnam. Students will also study the selection and performance of this country's military leaders, the development and importance of military logistics, and the social and political causes and consequences of the conflicts. The course will be offered once a year. Prerequisites: Permission of instructor.
- 315. Colonial America** **three hours**
The American colonies from their beginnings to the end of the Revolutionary War.
- 316. The Early Republic** **three hours**
United States history from the Revolutionary War to the close of the Mexican War.
- 317. Civil War and Reconstruction** **three hours**
The victory of the Federal Union over sectional division.
- 318. The Gilded Age to the Great Crash** **three hours**
The United States from 1876 to 1929.
- 319. Recent America** **three hours**
America's emergence as a leading world power.
- 320. American Economic History** **three hours**
Economic development of the United States from the colonial period to the present.

- 325. Medieval Europe** **three hours**
Formative development in intellectual, social, economic, and political history from the fall of Rome.
- 326. American Constitutional History** **three hours**
The origins of the Constitution of 1787 and the role of leading jurists and landmark cases in shaping the American Constitutional traditions.
- 330. Renaissance and Reformation** **three hours**
The Renaissance in Italy and Northern Europe; the Protestant Reformation and the Counter Reformation.
- 331. Revolutions in History** **three hours**
A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world.
- 340. Europe in the Nineteenth Century** **three hours**
Nationalism, imperialism, and industrial development before the First World War.
- 341. Recent Europe** **three hours**
Problems of readjustment in the twentieth century: the League of Nations, Fascism and Communism, the Second World War, the Cold War, the Common Market.
- 342. Diplomatic and Military History of Europe** **three hours**
The development of military and diplomatic techniques and foreign policies from the Middle Ages to the present day.
- 343. Urban History** **three hours**
The emergence of cities in the Old World and their subsequent development; an analysis of American urbanization from the colonial period to the present.
- 344. Great Leaders of the Twentieth Century** **three hours**
Selected political, military, and religious leaders of the twentieth century, using biographical and autobiographical materials to analyze, compare, and contrast their roles in recent and contemporary history.
- 352. History of Latin America** **three hours**
Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives.
- 355. History of Africa** **three hours**
Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods.
- 371. Social History of the United States** **three hours**
An advanced survey of the history of American social relationships and institutions with emphasis on the lives of ordinary people and incorporating recent scholarly research both quantitative and qualitative. Three one-hour lecture and discussion periods per week. PR: History 107 and 108.
- 373. Social History of the American Woman** **three hours**
An examination of women's changing roles and contributions to American society.
- 375. Philosophy of History** **three hours**
A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history.
- 376. Civilization — A Personal View** **three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.
- 380. Afro-American History and Culture** **three hours**
The Negro in American life to the Civil War.

- 381. Blacks in America: 1865 to the Present** **three hours**
The history and culture of the Black Man in the United States from 1865 to the present. (Credit in history or sociology.)
- 390. The Ecology of Man** **three hours**
A transdisciplinary study of man's relationship to the natural environment, including problems of technology and pollution; historical and philosophical origins of conservation; ecological ethics; and environmental planning.
- 410. Area Study** **one-twelve hours**
A study of a region of the world conducted on an interdisciplinary basis. The area and time span studied will be determined by the instructor. PR: Consent.
- 424. History of Asia I** **three hours**
Historical and cultural development of Asia to 1800.
- 425. History of Asia II** **three hours**
Impact of the West on Asian nations from 1800 to the present.
- 453. Russia** **three hours**
Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present.
- 455. ABC Powers of Latin America** **three hours**
An in-depth analysis and study of the three leading powers of Latin America—Argentina, Brazil, and Chile.

Home Economics

(Division of Technology/Home Economics)

- 101. Principles of Clothing Construction** **three hours**
Application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual; development of construction techniques using various fabrics; the use and care of equipment and pattern alterations.
- 102. Advanced Clothing Construction** **two hours**
Use of contemporary fabrics and techniques to construct a variety of garments including sweaters, lingerie, swimwear and active sports clothes with emphasis on the newest developments in home sewing.
- 103. Clothing Selection** **two hours**
A cross cultural study of clothing for the individual, family, and special need groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, clothing for the handicapped and discussion of the dress for success theories.
- 110. Elementary Nutrition** **two hours**
A study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. Students will evaluate their daily nutritional intake against recommended daily allowances.
- 115. Introduction to Fashion Merchandising** **three hours**
An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacturer to consumer will be covered in this course.
- 116. Fashion Illustration** **three hours**
Creative fashion design and figure drawing will be covered. The study of historical costume, color rendering techniques and the principles of design will provide inspiration and appreciation of well-designed contemporary fashions.

130. The Child and Community**three hours**

A course designed to help the student understand the sociocultural forces (community, government, technology, economic) that affect the young child; and to examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with H.Ec. 132.

131. Programs for Early Childhood**three hours**

The historical background and present-day theories of preschool programs, the infant and young child in a home-based center, and the relationship of children, parents, and the community will be examined as to the needs of the administrator and the administration of early childhood programs.

132. The Child and Community Practicum**one hour**

In this course the student will observe the role of the middle-professional in the various agencies throughout the community. An overview of the needs, requirements, and skills of that middle-professional in the teaching of young children. The student will be required to work 35 hours in a young children's center. Take concurrently with H.Ec. 130.

140. Introduction to Interior Design**three hours**

This is a survey of the field of interior design. Topics covered include historical overview, detail and design of architecture and furniture periods. A study is made of components, materials and career opportunities in residential and commerce interior design.

199. Special Topics in Home Economics**one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

200. Child Care Practicum**three hours**

This course utilizes the knowledge and skills from all theory and practicum courses to assist in the planning, developing, implementing, and evaluating a six-week unit plan for a child development center. The student will be required to work 100 hours in a young children's center.

201. Principles of Food Selection and Preparation**three hours**

This is a study and application of food principles in food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one, two and one-half hour lab period per week.

202. Meal Management**two hours**

A continuation of Home Economics 201 with particular emphasis on flour mixtures and meat cookery. Emphasis is placed on more advanced techniques in food preparation. Menu planning and meal management, as they relate to time, energy, and money are also included in the course.

210. Textiles**three hours**

The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

217. Fashion Retailing and Merchandising**three hours**

An examination of the fashion business at the retail and wholesale levels, including shopping psychology, promotional activities and marketing strategies will be covered. Current issues in the fashion industry will also be studied, using field trips and guest lecturers to supplement classroom discussion. PR: H.Ec. 115.

218. Fashion Merchandising Practicum**four hours**

In this course, the student will receive on-the-job experience at fashion merchandising establishments. The student will be required to work 120 hours and meet for class one hour per week. Classroom activities will include lectures and projects. PR: H.Ec. 217.

219. Introduction to Food Service Industry **three hours**

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food-borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

220. Diet Therapy and Community Nutrition **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Course includes observations in both health care facilities and community feeding programs under supervision of a registered dietitian or food service director.

221. Food Service Equipment **two hours**

Emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course.

223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment. Course includes laboratory experience in quantity food preparation.

224. Food Service Practicum **four hours**

Observation experiences in a variety of food service operations. This experience is in an operating establishment under the supervision of food service management personnel. Sessions are conducted for students to share experiences and discuss learning activities.

227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase, specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

229. Food Management Seminar **one hour**

Coordinates and reviews materials student has learned in the food service industry, and discusses various food service management problems and solutions.

230. Theory and Practice in Work with Young Children **three hours**

A course designed to build competencies in the work and the worker of young children. Daily and long range program development plans will concentrate on areas of learning experiences, activities areas, developmental levels, and learning styles. Take concurrently with H.Ec. 232.

232. Practicum with Young Children **three hours**

The theories and practices of young children will be emphasized in the activities and centers at the on-site work experience. The individuals will work with a variety of age levels, learning styles, philosophies, and/or types of young children settings. The students will be required to work 100 hours in a young children's center. Take concurrently with H.Ec. 230.

251. Applied Design **two hours**

The principles and elements of design are explored with application of concepts in the creation of design projects. Suggestions for practical application will be explored in the selection and evaluation of home items and apparel.

275. Interior Design Practicum **four hours**

Various businesses related to interior design provide for on-site training and experience. Preparation of résumé and professionalism are also covered. PR: H.Ec. 371.

299. Special Topics in Home Economics**one-three hours**

A course designed to study selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

303. Nutrition**three hours**

A study of the principles of nutrition with application of planning adequate diets for normal individuals and family groups of varying cultural and economic levels. Food habits, their development and changes are reviewed. Nutrition resource materials are collected and evaluated. National and international problems of nutrition are included.

310. Family Life Education**three hours**

A study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

312. Consumer Education**three hours**

A study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

315. Home Management**three hours**

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family. The use of technology and its influences on the home, the family, and the future of our society.

316. Household Equipment**two hours**

The principles underlying the selection, use, care and maintenance of equipment used in the home with emphasis on energy consumption.

318. Home Management Problems**two hours**

The course includes analysis and application of management principles, common problems, of the family's use of resources, management of the individual and the family relationships, discovering how the special needs can confuse and strain the home, evaluating the needs and wants that technology adds to the home and family, and planned and supervised experiences of home management problems.

320. Home Planning and Furnishing**three hours**

Designed to help individuals analyze social, physical, economic, and psychological needs which must be met by their housing. Space planning and furnishings are studied in relation to function, economy, aesthetics and individuality. Housing, as a global issue, is also included.

328. Cognitive, Affective Development of Children**three hours**

A study of the theory and research relevant to cognitive and affective development of pre-school children. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children.

330. Child Care and Development**three hours**

The course examines the theory and research relevant to cognitive, social, emotional, and physical development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and planning for development and learning.

331. Adolescent Development**two hours**

The course examines theory and research relative to physical growth, intellectual development, relationships with parents and peers, and growth in self-direction. Special attention is given to identity and self-concept, societal needs, teen pregnancy, sexually transmitted diseases, educational pressures, and occupational wants.

332. Child Development Problems**one-three hours**

An appreciation of theory and research is used in planning programs, materials, and guidance to enhance the development and learning in all areas of child development. A supervised experience in working with preschool children will include 35 to 100 hours of on-site experiences with young children. PR: H.Ec. 330 or taken concurrently.

351. Home Arts**three hours**

A study is made of applied arts for the home. Projects include hand-crafted accessories, linens, pillows and draperies. This course provides an opportunity not only to create but appreciate and evaluate well-designed enrichment items.

371. Problems in Interior Design**four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Areas of color, lighting, space needs and materials are covered. PR: H.Ec. 140 or consent of instructor.

399. Special Topics in Home Economics**one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

402. Tailoring**three hours**

The course includes construction of a suit or coat with emphasis on selection of fabric, fitting, and traditional and contemporary tailoring techniques. Consult instructor for prerequisites. Taught on demand.

430. Methods in Vocational and Adult Education**two hours**

Methods and materials for the development of consumer homemaking programs, occupational education, adult programs, and career education for middle school, secondary, post-secondary and adult levels are covered. Emphasis given to preparation of curriculum materials for the various programs, and the legislation involved in implementation.

431. Methods and Materials in Teaching Home Economics**two hours**

A study is made of the philosophy and goals of teaching home economics at the middle and secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a home economics department is analyzed. To be taken as part of the Initial Performance Practicum. Spring semester only.

499. Special Topics in Home Economics**one-three hours**

A course designed to study special topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

Human Services

(Community College)

100. College Orientation**one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services, such as the academic advising system. This course is offered on a credit/non-credit basis.

199. Special Topics in Human Services**one-twelve hours**

Students in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(Division of Language and Literature)

199. Special Topics in Journalism

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

240. Reporting

three hours

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104 and/or 108 through CLEP. Required for journalism and English teaching specializations as well as non-teaching journalism minor and graphics programs. Offered fall and spring semesters. Three hours lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society

two hours

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism teaching specialization and non-teaching journalism minor. Offered during fall semester on alternate-year basis.

271. The Newspaper and Society

three hours

Definitive study of responsibilities, issues, laws and ethics in relation to the news media. Covers the social responsibility theory of the press as it evolved in this country and laws and ethics affecting news media and news media's effect on the law. Reinforces necessity for accuracy in the media. Offered only in summer.

280. History of American Journalism

three hours

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester; alternates with Journalism 270.

312. Publications Problems

three hours

Practical approach to public relations and problems typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook magazine or handbook. Problems of staff organization, training, finance, format, ethics, publics, etc., discussed. Three-hour laboratory arranged. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during spring semester. PR: Journalism 240 and 343, or instructor's consent if 343 has not been completed.

320. Principles of Advertising

three hours

Concerns the management, planning, creation and use of advertising in view of today's social attitudes, consumer trends, government controls, management pressures, and changes within the advertising structure. Taught by the commerce faculty for both business and journalism students. Required for the journalism teaching specialization. Journalism majors and minors, register for Journalism 320, not Marketing 320.

330. Advanced Reporting

three hours

Advanced study and practical application of journalistic writing techniques with practicum on the Fairmont newspaper where students master use of video display terminals. Emphasis on investigative reporting and in-depth feature writing with assignments for campus publications. Enrollment suggested for senior students who have had

extensive writing and editing assignments on college publications. PR: Grade C or higher in Journalism 240.

334. News Photography**two hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of technology division. Limited enrollment. Required for both the journalism teaching specialization and the non-teaching journalism minor.

340. Journalism Practice**two hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Required for teaching specialization in journalism. Offered first semester during both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 and/or 343 or consent of instructor.

341. Journalism Practice**two hours**

Continuation of Journalism 340. An elective for the journalism teaching specialization or the journalism minor, providing a variety of journalistic opportunities in print and/or broadcast journalism depending on the individual student's interest and experience. PR: Journalism 240 and/or 343 or instructor's consent.

343. Copy Editing and Makeup**three hours**

Intensive study of modern editing and makeup practices, copy-reading, proofreading and headline writing principles. Production processes, photo-journalism selection and advertising are related to publication of newspapers, magazines, yearbooks and other forms of print journalism. Provides application of techniques through practical experience on college publications. Three hours lab required. (Enroll in both Journalism 343 and L343.) Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester. PR: Grade of C or higher in Journalism 240.

431. Methods and Materials in Teaching Journalism**two hours**

Part of the Initial Performance Practicum. Study and practice in techniques of teaching journalism and advising school publications.

Learning Skills

(Community College)

***Developmental Skills**

101. Basic Writing Skills**two hours**

Individualized and group instruction in the areas of grammar, punctuation, spelling, sentence structure, and paragraph structure. Students demonstrating weaknesses in writing will be encouraged to enroll.

102. Basic Reading Skills**two hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary, and comprehension skills. Students demonstrating weaknesses in reading will be encouraged to enroll.

103. General Math**two hours**

The following topics will receive attention in this course: basic operations (adding, subtracting, multiplying and dividing) whole numbers, fractions, decimals, and percent; some attention will be given to skills in solving reading problems. Application to everyday problems will be stressed. Some instruction is computer-assisted; no previous background is required.

*Credit cannot be counted for graduation purposes.

104. Pre-Algebra**two hours**

The following topics will receive attention in this course: positive and negative integers, order of operations, fractions, solving elementary equations, and introduction to working elementary word problems. Students with weak or no algebra background should enroll.

105. Elementary Algebra**three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations. Students with limited backgrounds in algebra will be encouraged to enroll.

106. Elementary Plane Geometry and Trigonometry**two hours**

The following topics will receive attention in this course: Introduction to points, lines and planes in rectangular coordinate systems; analytical and graphical plane geometry; and analytical and graphical plane trigonometry. Students with limited backgrounds in plane geometry and trigonometry will be encouraged to enroll.

199. Special Topics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Coordinator.

****Accelerated Skills****101. Speed Reading****two hours**

This course is designed to sharpen perception, increase eye span and improve eye movements. Extensive reading material is used to integrate efficient reading techniques into daily reading. The course's goal is to increase speed 25 percent and to maintain comprehension of 80 percent or better. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

102. Advanced Speed Reading**one hour**

This computer-assisted course is designed to aid students in reading 700 words per minute with 70 percent comprehension. The purpose is to bring students with adequate college level reading skills to excellent reading skills. No previous computer experience is necessary. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

104. Words and Usage**two hours**

Computer-assisted instruction is provided in vocabulary enhancement by stressing contextual and etymological studies and dictionary and thesaurus exercises. The course is designed to extend the students' receptive and expressive vocabularies. The words studied are taken from suggested lists for college sophomores. Students taking or who have taken a developmental reading or writing course should consult with the instructor before enrolling in this course. No previous computer experience is necessary.

106. Intermediate Spanish Workshop I, II**one hour**

Computer-assisted instruction is provided in intermediate Spanish vocabulary and grammar. No previous computer experience required. PR: Concurrent enrollment in Spanish 201 or 202 or consent of instructor.

108. Intermediate French Workshop I, II**one hour**

The course consists of computer-assisted instruction in intermediate French vocabulary and grammar. No previous computer experience required. PR: Concurrent enrollment in French 201 or 202 or consent of instructor.

112. Technical and Expository Writing Workshop**one hour**

This is a guided microcomputer laboratory for technical writing students. Students will use the data processing tools of a modern technical writer to complete assignments in related writing courses. Instruction will be provided for equipment operation and an introduction to a disk operating system, a word processor, a communications program, and a computer drawing program. Laboratory exercises with equipment widely used in business and industry will expose students to desktop microcomputers, printers, plotters, modems, and data entry devices. Corequisite: Enrollment in a writing class or instructor's consent.

199. Special Topics in Skills Acceleration**one-twelve hours**

A service course to other academic divisions in accelerated skills (such as the French or Spanish Workshops). The course is to be approved by the chair of the division requesting the service course, the Program Coordinator and the Dean of the Community College. Credits earned will be applicable as free electives in degree and certificate programs.

Library Science

(Division of Language and Literature)

101. How to Use a Library**one hour**

Introductory course on how to use libraries and library materials, with emphasis on the Fairmont State College Library. Self-paced, arranged course. Open to all students.

199. Special Topics in Library Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Reference and Bibliography**three hours**

The study of basic reference sources. Evaluation, selection, use, literature searching and bibliographic compilation are stressed. First semester only.

210. Library Materials for Adolescents**three hours**

A study of the philosophy, principles and criteria used in selecting materials for young people. Selection aids and professional tools are studied. Overall collection building and evaluation are emphasized. A wide variety of adolescent material is studied. Second semester only.

302. Cataloging and Classification**three hours**

An introduction to the general principles of descriptive cataloging and entry work through a study of the Anglo-American Cataloging Rules, second edition. Construction of a call number is studied through use of the Dewey Decimal Classification and Cutter tables. Sears subject headings are used to present the basic principles of subject analysis. The practical aspects of these processes are stressed through their application to book and non-book materials. OCLC skills are stressed. Second semester only.

304. Organization and Administration**three hours**

A study of the philosophy and objectives involved in the operation of libraries. Emphasis is on standards, budgeting, staff, public relations, facilities, and professionalism. PR: 200, 210, 302. First semester only.

305. Library in the Educational Process**three hours**

A study of the role of the library in the implementation of the educational goals of the school with special emphasis on curriculum support, instruction, new technology, public relations, evaluation, and resources. PR: 200, 210, 302. First semester only.

400. Library Practice**three hours**

At least 100 hours of practical experience in a school, public, academic, or special library. For Bachelor of Arts in Education this course is taken concurrently with Education 420 or Education 450. PR: LS 200, 210, 302, 304, 305, Eng. 207, Educ. 424.

Management

(Division of Commerce)

305. Small Business Management**three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management**three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

309. Principles of Management**three hours**

The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

314. Office Management**three hours**

Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technolgies.

390. Human Behavior in Organizations**three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 309.

409. Quantitative Management**three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years. Menu-driven software is used to find solutions to problems associated with the more popular management science techniques.

Marketing

(Division of Commerce)

205. Salesmanship**three hours**

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunities to construct and give sales presentations.

300. Retailing**three hours**

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

304. Marketing**three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

312. Retail Field Experience**four hours**

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising**three hours**

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

411. Marketing Management**three hours**

This course is designed to provide a more in-depth study of marketing theory and processes. Emphasis will be placed on the analysis and decision-making processes required of marketing managers. PR: Marketing 304.

Mathematics

(Division of Science and Mathematics/Health Careers)

101. Applied Technical Mathematics I**three hours**

An introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot satisfy general studies requirements. PR: One unit of high school algebra and a score of 18 or higher on the Math Enhanced ACT or Developmental Skills 105, Elementary Algebra.

102. Applied Technical Mathematics II**three hours**

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, as well as complex numbers, exponential and logarithmic functions, inequalities and additional topics in trigonometry. This course cannot satisfy general studies requirements. PR: Math 101.

110. Mathematics for Elementary Teachers I**three hours**

An introductory course in mathematical ideas. This course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for general requirement in science and mathematics. PR: One unit of high school algebra and a score of 18 or higher on the Math Enhanced ACT or Developmental Skills 105, Elementary Algebra.

111. Intermediate Algebra**three hours**

This is a beginning course in college algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. PR: One unit of high school algebra and a score of 18 or higher on the Math Enhanced ACT or Developmental Skills 105, Elementary Algebra.

112. Intermediate Mathematics I**three hours**

An introductory course of integrated algebra, trigonometry, and related topics. This course cannot be used as mathematics credit toward certification for teaching mathematics. PR: Math 111 or two units of high school algebra and one unit of high school geometry or Developmental Skills 106, Geometry.

115. Intermediate Mathematics II**four hours**

An integrated course of the material traditional offered in college algebra and trigonometry, and related topics. PR: Math 112 or two units of high school algebra, one unit of high school geometry and one unit of high school mathematics having algebra and geometry as prerequisites.

116. Calculus I**four hours**

The simpler techniques of differentiation and integration for the elementary functions. Step functions and their integral, the exact area under a monotonic curve, the definite integral. Limit of a function, slope of a curve, tangents, instantaneous rates. Continuity, algebra of limits, existence of limits, continuous functions. Derivative of a function, $D(u + v)$, Dcu , Cuv , Du^n , differentiation of polynomials. Interpretation and applications of derivatives. Mean value theorem. Taylor's theorem, higher order derivatives, cut-off Taylor's series as approximations, convexity, consent at acceleration, maxima and minima. Differentiation of rational functions, maxima and minima with side conditions. The antiderivative, differential equation $DF(x) = f(x)$, fundamental theorem of calculus. Integration by parts, algebraic properties of integrals, applications, area, average value of a function, failing bodies, work, volumes, moments. Antiderivatives of negative powers, application, Theory of logarithms and general powers. Exponential function. Tangent and normal, orthogonal curves, angle between two curves, circle and parabola. Arc length, polar coordinates. Derivatives and integrals of trigonometric functions. Periodic motion, simple harmonic motion. Inverse trigonometric functions. Numerical methods: trapezoidal rule, Simpson's rule, Newton's method. PR: 115 or equivalent.

199. Special Topics in Mathematics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic**three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 115 or consent.

201. Mathematical Logic**three hours**

A continuation of Math 200. PR: Math 200.

205. Fundamental Concepts of Mathematics**three hours**

An introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numeration systems, introductory number theory, probability, and other related topics. This course will be offered each semester; it cannot be substituted for Math 110.

206. Introduction to the Theory of Numbers**three hours**

Prime Numbers; the unique factorization theorem; congruencies; Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 116 or consent.

210. Mathematics for Elementary Teachers II**three hours**

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions**three hours**

Topics to be studied are those related to sets, relations and functions which are common to most upper division mathematics courses. This course is designed and highly recommended for students majoring or minoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year. PR: Math 115.

- 214. History of Mathematics** **three hours**
A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.
- 216. Introduction to Discrete Mathematics** **three hours**
This course is designed to provide a survey of the mathematical reasoning and the objects of study found in discrete mathematics. Topics considered include sets, relations, functions, combinatorics, graphs, trees, discrete probability, and recurrence relations. Interspersed throughout the course will be material on the nature of proof and analysis of algorithms. PR: Math 115
- 315. Calculus II** **four hours**
A continuation of Math 116. PR: 116.
- 316. Calculus III** **four hours**
A continuation of Math 315. PR: 315.
- 323. Mathematics for Elementary Teachers III** **three hours**
This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. Credit for this course does not count for general requirement in science and mathematics. PR: Math 210 or concurrent registration with consent of instructor.
- 335. Probability and Statistics** **three hours**
Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the binomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.
- 336. Probability and Statistics** **three hours**
Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.
- 342. Numerical Analysis** **three hours**
Solution of equations. Functional interaction of equations, analysis of special methods such as the methods of false position and of Newton; interaction for systems of equations. Reduction to first order systems. Gaussian elimination and some interactive methods for inversion. PR: Math 315 and CS 102, or consent of instructor.
- 361. Abstract Algebra** **three hours**
Sets, relations, functions, operation, etc. Algebraic systems: integers, rationals, matrices, etc. isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 116 or consent of instructor.
- 362. Linear Algebra** **three hours**
Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 316 or consent.

372. Modern Geometry**three hours**

A brief review of informal Euclidean Geometry, including areas and volumes. A formal development of Euclidean geometry utilizing concepts such as incidence, convexity separation, distance functions, angular measurement functions. Other geometric topics such as topology, non-Euclidean geometry, finite geometries, projective geometry and transformational geometry are briefly introduced. PR: Math 116 or consent.

373. Projective Geometry**three hours**

Extended Euclidean plane, elements of perspective, linear transformations in \mathbb{R}^2 , the axiomatic foundation, the complete four-point and complete four-line, conics, introduction of coordinates. PR: Consent.

375. Topology**three hours**

A study of sets, relations, functions, cardinal numbers and orderings. Topological spaces, including continuity, convergence, separation, compactness connectedness. PR: Math 315.

391. Introduction to Analysis**three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 316.

393. Introduction to Foundations of Mathematics**three hours**

Continuation of 391. PR: Consent.

400. Seminar**one-three hours**

PR: Consent.

401. Differential Equations**three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus**three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 316 and consent.

413. Introduction to Complex Variables**three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e , $\sin x$, $\log z$. Analytic functions. Limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 315.

431. Methods and Materials in Teaching**two hours**

This course is designed for senior education majors with a math teaching specialization in either grades 5-12 or 5-8. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-8 majors must complete Math 431 prior to enrolling in the I.P.P. PR: 5-8 majors; Math 115 and a 2.2 average in math courses completed; 5-12 majors; Math 316 or consent and a 2.2 average in math courses completed. Offered fall semester only.

Medical Laboratory Technology

(Division of Science and Mathematics/Health Careers)

- 101. Introduction to Medical Laboratory Technology** **three hours**
Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved. PR: Permission of Instructor. Fall Semester.
- 102. Clinical Microscopy and Laboratory Instrumentation** **three hours**
Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: Admission to MLT Program. Spring Semester.
- 199. Special Topics in Medical Laboratory Technology** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.
- 200. Clinical Serology Lecture** **one hour**
Lectures dealing with antigen-antibody reactions, explanation of types and general principles of serologic tests including tests for syphilis, febrile agglutination, and latex fixation. PR: MLT 101 and 102. Spring Semester.
- 201. Clinical Serology Practicum** **one hour**
Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102. Arranged.
- 202. Clinical Biochemistry Lecture** **four hours**
Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102. Fall Semester.
- 203. Clinical Biochemistry Practicum A (First Rotation)** **two hours**
Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102. Arranged.
- 204. Clinical Biochemistry Practicum B (Second Rotation)** **two hours**
Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 101 and 102. Arranged.
- 205. Clinical Microbiology Lecture** **four hours**
Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102. Fall Semester.
- 206. Clinical Microbiology Practicum A (First Rotation)** **two hours**
Laboratory experience in basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102. Arranged.
- 207. Clinical Microbiology Practicum B (Second Rotation)** **two hours**
Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 101 and 102. Arranged.
- 208. Clinical Mycology and Parasitology** **one hour**
Students study the morphology, cultural characteristics and other methods of identifying mycoses, yeasts and parasites. PR: MLT 101 and 102. Spring Semester.
- 209. Clinical Microscopy Practicum** **one hour**
Laboratory practice in the collection and performance of various urinalysis tests including microscopic examination of urinary sediment. PR: MLT 101 and 102. Arranged.

210. Clinical Hematology Lecture**four hours**

Theory, principles, applications, techniques of measurement and functions of blood cells, hemoglobins, hemostasis, myeloproliferative disorders, cytochemistry, and quality control. (3 hours lecture, 2 hours lab) PR: 101 and 102. Summer.

211. Clinical Hematology Practicum A (First Rotation)**two hours**

Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures. PR: MLT 101 and 102. Arranged.

212. Clinical Hematology Practicum B (Second Rotation)**two hours**

Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 101 and 102. Arranged.

213. Immunohematology Lecture**four hours**

Theory, principles, applications and techniques of antigen-antibody reactions dealing primarily with blood typing and transfusions. Genetics, legal aspects, hemolytic diseases and quality control. (3 hours lecture, 2 hours lab) PR: 101 and 102. Summer.

214. Immunohematology Practicum A (First Rotation)**two hours**

Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102. Arranged.

215. Immunohematology Practicum B (Second Rotation)**two hours**

Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 101 and 102. Arranged.

216. Seminar**two hours**

This course will correlate students' didactic knowledge with their clinical experience. Guest speakers and field trips will introduce the students to other aspects of laboratory medicine. For completion of the class, the student must write and present a research paper on one facet of the laboratory. PR: ML 101 and 102. Spring Semester.

Medical Record Technology

(Division of Science and Mathematics/Health Careers)

103. Directed Practice I**one hour**

This course is designed to introduce the student to individual medical record forms, the compilation of a medical record, record numbering systems, filing systems, and quantitative analysis. Inpatient, outpatient, and extended care record models are presented in the laboratory. In the clinical setting, the student will have an opportunity to practice preparation and filing of patient index cards; assembly, analysis, filing and retrieval of medical records; release of medical information and general office procedures. Four hours per week. Taken concurrently with MRT 104. Fall Semester.

104. Introduction to Medical Records**three hours**

This course serves as an introduction to the functions and duties of a medical record technician, the national organization as well as an orientation to the study of the basic medical record, analysis, assembly, filing, as well as storage and retrieval. Three hours lecture. Fall Semester.

106. Directed Practice II**two hours**

This course is designed to give the student additional practice in numbering, assembling, analyzing, filing and retrieving medical records, as well as introducing such new procedures as microfilming, data/word processing, transcription, data gathering, and preparation of statistical reports. Eight hours per week. PR: MRT 103. Taken concurrently with MRT 107, MRT 110. Spring Semester.

107. Storage Systems two hours

This course is designed to acquaint the student with various storage and retrieval aspects of health care information. Included in this area would be manual and computer storage, and statistical reports. PR: MRT 104. Fall Semester.

108. Medical Transcription/Word Processing three hours

This course is designed to synthesize the skills and knowledge of typing, machine transcription, medical terminology and medical record forms. Use of word processing equipment in preparing medical reports will be introduced. Three hours per week. PR: OAdm. 102 or 35 wpm typewriting speed. Spring Semester.

109. Hospital Statistics three hours

This is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable to health care institutions will be introduced. Three hours lecture. PR: MRS 104. Spring Semester.

110. Legal Aspects of Health Information three hours

This course is designed to instruct the student in the basic legal principles, release of confidential health information, court conduct, and association with legal authorities. PR: MRT 104. Spring Semester.

205. Classification Systems, Indexes, Registers five hours

This course is designed to emphasize the history and development of disease coding. The student will spend time learning the procedures of the various systems. Application of the current coding system will be emphasized. Indexing by manual method and computer are explained. Four hours lecture, two hours laboratory per week. PR: MRT 103, 104, 106, 107, and 110. Fall Semester.

206. Directed Practice III three hours

This course will afford the advanced student opportunity to code and index diseases and operations on medical records and to sharpen skills in numbering, assembling, analyzing, filing, retrieving, transcribing, statistical computations, and specialized registries and studies. Twelve hours per week. PR: MRT 103, MRT 106. Taken concurrently with MRT 205. Fall Semester.

207. Health Information Supervision five hours

This course is designed to introduce management functions required to direct a medical record department: procedure development, methods analysis, job description, work standards, budgeting, layout, work flow, organizational charts, interdepartment relationships. Current standards of health care are presented: Joint Commission on Accreditation of Hospitals (JCAH) accreditation state licensure, quality assurance, utilization review, risk management. PR: MRT 205, 206. Spring Semester.

208. Directed Practice IV three hours

This is a concentrated three 40-hour week course in which the student will practice all skills acquired thus far in the two-year program under the supervision of a directed practice supervisor and the faculty clinical coordinator, including admission procedures; record assembly, analysis and maintenance; coding and indexing or abstracting; statistical reports, vital statistics reporting; release of information; microfilming, transcription; tumor registry; utilization review; audit/quality assurance; committee meetings and management skills. Forty hours per week. PR: MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, and 207. Spring Semester.

209. Seminar two hours

The seminar will use various methods to integrate all content areas of medical records. Use of guest speakers will be expanded in this course to enable the student to gain better insight into specific areas of the work field. PR: All MRT classes. Spring Semester.

Military Science

(Division of Social Science)

Basic Phase Courses — No uniform or haircut requirements

105. Military Science I Part A

two hours

This basic introductory course will cover the organization and development of the United States Army and Army ROTC; basic leadership concepts; general military subjects, including first aid, map reading and United States Army equipment. Rappelling is offered as an optional personal enrichment subject. PR: Freshmen or sophomore standing or consent.

106. Military Science I Part B

two hours

The discussion will involve the role of the United States in world events, policies and traditions in peace and war; continued instruction in leadership fundamentals and general military subjects, including further study of first aid and map reading. Optional personal enrichment subjects will include rappelling and visits to army installations. PR: Freshmen or sophomore standing or consent.

107. Military Science II Part A

two hours

This course involves a more in-depth study of leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. Instruction will be provided in basic military skills such as drill and ceremonies and land navigation. PR: Freshmen or sophomore standing or consent.

108. Military Science II Part B

two hours

Intermediate-level instruction is provided in fundamentals of leadership and management with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. Further instruction is provided in basic military skills. PR: Freshmen or sophomore standing or consent.

199. Special Topics in Military Science

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by instructor and approved by the division head.

Advanced Phase Courses — Commitment to Military Science Obligation

211. Military Science III Part A

three hours

This course examines the requirements for military training and the psychological and technical aspects of effective instruction, as well as the military career system and the occupational specialties options available. Practical leadership training activities such as drill and ceremony and physical training (which also provides required physical conditioning) is included. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MS I and II course completion; or prior military service; or completion of basic training, or Basic ROTC Summer Camp attendance and consent of instructor; or instructor's consent under the alternate Entry Option Program.

212. Military Science III Part B

three hours

Race relations/drug abuse and alcohol seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics; further practical leadership training is provided by activities such as drill and ceremony and physical training (which also provides required physical conditioning); students are prepared for Advanced Camp. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 or consent.

213. Military Science IV Part A

three hours

This course stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. Practical leadership training is stressed by participation in and evaluation of activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 and 212.

214. Military Science IV Part B

three hours

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy, military history, and world affairs is examined. Practical leadership training involves taking part in and evaluating activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211, 212 and 213.

Music

(Division of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

- a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See FSC Bulletin Music Supplement for applied requirements, recitals, and applied levels.
- b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.
- c. Two-hour credit applied music courses require two one-half lessons per week or one hour lesson per week plus two hours daily practice.
- d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

101. Concerts, Recitals, and Seminars

No Credit

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters)

one-two hours

The program of study will be fitted to the individual needs of the subject. Acceptance of the student will be the prerogative of the instructor.

105. Piano Class I-II

one hour

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters)

one-two hours

See description under Music 103.

108. Beginning Theory (on demand)

two hours

This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive

four hours

This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

110. Theory, Comprehensive**four hours**

A continuation of Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.

139. Voice Class I (first semester)**one hour**

Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester.

141.* Voice I-IV; 341. Voice I-IV (last four semesters)**one-two hours**

Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters)**one hour**

A select touring choir.

168. Marching Band I-II; 368. Marching Band I-II (last two years)**two hours**

Open to students who play a band instrument or have the necessary skills to participate in one of the auxiliary units such as flags, rifles, or twirlers. The Marching Band performs at all home football games during the fall semester and at various marching band activities such as parades and festivals. Fall Semester.

169. Concert Band I-II; 369. Concert Band I-II (last two years)**one hour**

Open to all students who can play a band instrument. Students study and perform a wide variety of band literature. Spring Semester.

170. Laboratory, Band and Orchestra**No Credit**

This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Required of students enrolled in Music 211, 213, 215, and 217.

171. Laboratory Band and Orchestra**one hour**

This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Beginning and intermediate instrumental method books will be reviewed. A continuation of 170.

172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra I-IV (last four semesters)**one hour**

Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.

173. Symphonic Choir I-IV; 373. Symphonic Choir I-IV (last four semesters)**one hour**

Open to all students. This course is designed to present a study of choral literature and administration through participation.

174. Men's Varsity Glee Club I-IV; 374. Men's Varsity Glee Club I-IV (last four semesters)**one hour**

A performance group open to all men of the college community. Literature selected from various styles, including pop, show tunes, folk and religious. Performances for college and community functions. Non-audition. (Not to be used for major performance participation credit in any music degree program.)

Individual Instruction in Band and Orchestral Instruments:**177.* Percussion I-IV; 377. Percussion I-IV (last four semesters)****one-two hours****179.* Saxophone I-IV; 379. Saxophone I-IV (last four semesters)****one-two hours****181.* Flute I-IV; 381. Flute I-IV (last four semesters)****one-two hours****183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters)****one-two hours****185.* Oboe I-IV; 385. Oboe I-IV (last four semesters)****one-two hours****187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters)****one-two hours**

- 189.* Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV**
(last four semesters) **one-two hours**
- 191.* Baritone Horn I-IV; 391. Baritone Horn I-IV**
(last four semesters) **one-two hours**
- 193.* French Horn I-IV; 393. French Horn I-IV**
(last four semesters) **one-two hours**
- 195.* Trombone I-IV; 395. Trombone I-IV** (last four semesters) **one-two hours**
- 197.* Tuba I-IV; 397. Tuba I-IV** (last four semesters) **one-two hours**
- 199. Special Topics in Music** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 200.* Violin I-IV; 300. Violin I-IV** (last four semesters) **one-two hours**
- 201.* Viola I-IV; 301. Viola I-IV** (last four semesters) **one-two hours**
- 202.* Cello I-IV; 302. Cello I-IV** (last four semesters) **one-two hours**
- 204.* Bass Violin I-IV; 304. Bass Violin I-IV** (last four semesters) **one-two hours**
- 205. Music Appreciation** **two hours**
A general music course in appreciation. Composers of the classical, romantic and modern periods are discussed, and compositions of these composers are heard through recordings.
- 206. Music Appreciation for Majors** **three hours**
The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.
- 207. Beginning Recorder** **two hours**
An introduction to music through learning to play the recorder. Performance goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.
- 209. Theory Comprehensive** **four hours**
Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.
- 210. Theory, Comprehensive** **four hours**
Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.
- 211. String Class I; 411. String Class II** **one hour**
This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.
- 213. Brass Class I; 413. Brass Class II** **one hour**
This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Spring Semester.
- 215. Woodwind Class I; 415. Woodwind Class II** **one hour**
This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Fall Semester.

217. Percussion Class I; 417. Percussion Class II **one hour**

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

231. Elementary Music I (K-3) **three hours**

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Required for all elementary teachers. Fall Semester.

232. Elementary Music II (4-8) **three hours**

This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.

245. Fundamentals of Conducting **two hours**

This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: 109. Spring Semester.

247. Stage Band **one hour**

This course is open to advanced instrumental students. It is designed to give students an opportunity to rehearse and perform big band jazz and jazz-rock literature under faculty direction. PR: Audition or admission at the discretion of the director.

249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV **one hour**

Open to advanced woodwind students. Includes various Woodwind ensembles. (Last four semesters.) PR: Audition.

251. Instrumental Repair and Maintenance I **two hours**

A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.

275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters) **one hour**

Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

277. Chamber Choir I-IV; 477. Chamber Choir I-IV (last four semesters) **one hour**

Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters) **one hour**

Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

309. Orchestration.

A survey of the technical abilities and limitations of the instruments of the orchestra and band with an emphasis on the practical fundamentals of score preparation.

310. Counterpoint (on demand) **two hours**

A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand) **two hours**

A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

- 312. Composition (on demand) two hours**
This course is designed to teach, through the study of various types of music; a basic and accepted approach to creative composition. PR: 209.
- 313. Music History: Music Before 1750 three hours**
The development of musical styles from the Medieval era through the death of J.S. Bach. PR: Music 209, 206 or permission of instructor. Fall Semester.
- 314. Music History: Music Since 1750 three hours**
The development of musical styles from the close of the baroque period up to the present day. PR: Music 209, 206 or permission of instructor. Spring Semester.
- 320. Techniques of Keyboard Accompanying one hour**
A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. PR: Permission of instructor. Given on demand.
- 328. Elementary Music Methods and Material for Majors, K-6 two hours**
Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.
- 347. Advanced Conducting two hours**
This course is a continuation of the techniques studied in Music 245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: 245. Fall Semester.
- 376. Civilization—A Personal View three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.
- 425. Marching Band Techniques two hours**
This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.
- 429. Instrumental Methods, Materials and Administration two hours**
Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245. Fall Semester.
- 430. Choral Methods, Materials, and Administration two hours**
Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.
- 431. Methods and Materials in Teaching Music, 7-12 two hours**
Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. To be taken during the Initial Performance Practicum. Fall Semester.
- 432. Choral Workshop (on demand) two hours**
Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.
- 433. Instrumental Workshop (on demand) two hours**
Offered to upgrade instrumental teaching techniques and administration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

- 434. Composition Workshop (on demand)** **two hours**
Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.
- 435. Music Production Workshop** **one-three hours**
A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.
- 437. Area Studies in Music Literature I-III** **one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 438. Area Studies in Music Literature I-III** **one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 439. Area Studies in Music Literature I-III** **one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 440. Senior Recital** **one hour**
(See FSC Music Bulletin Supplement). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.
- 442. and 443. Theory Workshop (on demand)** **two-three hours**
Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit—maximum 6 hours.
- 444. and 445. Elementary Workshop (on demand)** **two-three hours**
Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit—maximum 6 hours.

Nursing

(Division of Science and Mathematics/Health Careers)

- Nursing 101. Fundamentals of Nursing** **six hours**
This course is designed to introduce the beginning student to the nursing process and its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the application of skills related to basic needs and life processes. PR: Admission to the nursing program. Taken concurrently with Biology 170, Home Economics 110, and Allied Health 106. (4 hours class, 6 hours lab.) Fall Semester.
- Nursing 103. Medical-Surgical Nursing** **eight hours**
This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, development, sensori-motor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized patients will enable the student to develop understanding and to acquire skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills required in prerequisite courses. (4 hours class, 10 hours lab.) PR: Nursing 101, Home Economics 110, Biology 170, Allied Health 106. Biology 205 concurrently. Spring Semester.

Nursing 120. Psychiatric Nursing **six hours**

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 5-week course offered in the summer. (9 hours class, 12 hours lab.) PR: Nursing 103, Psychology 101. Summer.

Nursing 199. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

Nursing 202. Medical-Surgical Nursing **eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, elimination and protective function. The other life processes are considered as they apply throughout the course. Selected laboratory experiences caring for hospitalized patients and individuals in community agencies will enable the student to acquire knowledge and skill related to content being studied and the student's individual needs. (4 hours class, 10 hours lab.) PR: Nursing 103, Nursing 120. Fall Semester.

Nursing 204. Trends in Nursing **two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on Legal Rights and Responsibilities and ethical decision-making. PR: Nursing 120. Fall Semester.

Nursing 205. Maternity Nursing **five hours**

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in local clinics. Experiences in labor and delivery, and immediate postpartal and neonatal care are provided in a hospital setting. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Nursing 206. Nursing of Children **five hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Nursing 220. Health Assessment **four hours**

This course is designed to develop skill in assessment of the child and adult client's health status with application to the nursing process. Principles from the physical, biological, and social sciences are incorporated throughout the course. Faculty supervised campus laboratory and clinical experiences in selected health care settings are employed to validate skill. (2 hours lecture, 4 hours lab) PR: Admission to the BSN Nursing major, Psychology 330.

Nursing 250. Professional Nursing Concepts**three hours**

This course is designed to assist the registered nurse in exploring concepts, theories, and issues relevant to professional nursing. Areas explored include theories of nursing, beliefs, assumptions and values of the nurse client relationship, socialization to the professional nursing role, health and health care delivery systems, and the process of nursing. PR: Registered nurse status and admission to the BSN Program.

Nursing 299. Special Topics in Nursing**one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Nursing 300. Complex Nursing Situations**four hours**

This course focuses on developing critical thinking and decision making skills essential for complex nursing situations. The clinical component will provide opportunity for application of these skills in a variety of nursing situations. PR: Nursing 220, 250.

Nursing 399. Special Topics in Nursing**one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives.

Nursing 400. Research in Nursing Practice**two hours**

This course analyzes the scientific process with emphasis on its application to nursing. Emphasis is placed on developing an understanding of the logical process of research, reasoning, and the scientific inquiry necessary to carry out studies of nursing interest. PR: Psychology 240, Nursing 320, 330.

Nursing 410. Community Health Nursing**six hours**

This course focuses on the theories and principles underlying current community health nursing practice. Emphasis is placed on the client and family including appropriate nursing intervention for individuals, families, and groups in outpatient settings and in the home. Content includes application of the nursing process to community based intervention in health teaching, health maintenance and promotion, and utilization of community resources. (4 hours lecture, 4 hours lab) PR: Nursing 320, Allied Health 301.

Nursing 430. Leadership and Management in Nursing Practice**three hours**

This course explores theories of leadership and management as they relate to nursing and health care. Consideration is given to strategies appropriate for the individual and group in the practice setting. Influences and dynamics of change as they affect the quality of health care are explored. PR: Management 308, Allied Health 301, Nursing 410.

Nursing 440. Nursing Practicum**seven hours**

This course assists students in the integration of theory and practice as they approach completion of the nursing major. Students may choose a clinical area for advanced clinical practice under faculty guidance. Emphasis is placed on synthesis of previously learned concepts and skills as students carry out nursing activities. Goals include development of autonomy in nursing practice, skill in clinical decision-making and judgment, and development of beginning leadership skills in nursing practice. PR: Management 308, Allied Health 301, Nursing 410.

Nursing 499. Special Topics in Nursing**one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives.

Office Administration

(Division of Commerce)

100. Microcomputer Keyboarding**two hours**

A course designed to teach alpha/numeric keyboarding skills for the typewriter and microcomputer. Attainment of 25 wpm is required. Graded Credit/No Credit.

101. Beginning Typewriting **two hours**

A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. This course is for those who have had no previous typewriting training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting/Keyboarding **three hours**

This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms on an electronic typewriters. PR: OAdm 101, consent of instructor or high school typing courses. One hour lecture, four hours lab per week.

104. Introduction to Microcomputers **two hours**

This course provides an introduction to microcomputers by using the PC and is open to all students. The course involves two lecture hours per week. Students will learn the basic skills necessary to input data by using various software programs. Instruction also includes the basic operation of a PC as well as the significance of control keys and key combinations. PR: OAdm 100 or 101 or consent of instructor.

199. Special Topics in Office Administration **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Shorthand Theory **three hours**

Three hours lecture per week. This course is designed to teach students the principles and theory of Gregg Shorthand. Emphasis is on theory, shorthand symbol information, and reading. Spelling, punctuation, and sentence structure are stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Shorthand I **three hours**

Three hours lecture and one hour lab per week. A complete review of brief forms and derivatives is included in this course. Emphasis is on writing of shorthand at a minimum of 40 to 70 words per minute. Spelling, punctuation, sentence structure, and producing mailable transcripts are stressed. PR: OAdm 201 or one year of high school shorthand and/or Department Placement Test.

204. Secretarial Accounting **three hours**

Designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. The understanding and interpretation of accounting principles are developed.

205. Shorthand II **three hours**

Three hours lecture and one hour lab per week. A review of the principles of Gregg Shorthand is given. Emphasis is on the writing of shorthand at 60 to 90 words per minute and reproducing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. Sustained dictation and transcription are emphasized. PR: OAdm 202 or two years of high school shorthand and/or Department Placement Test.

206. Shorthand III **three hours**

Three hours lecture and one hour lab per week. This course is a continuation of OAdm 205. Emphasis is on executive, medical, and legal dictation at 80 to 100 words per minute, increasing transcription accuracy, and producing mailable transcripts. Integration of vocational vocabulary through theory and sustained dictation is also included. PR: OAdm 205.

211. Advanced Typewriting/Keyboarding **three hours**

The problems typed simulate documents prepared in executive, accounting, professional, and government offices. Production skills and decision-making abilities are emphasized. PR: OAdm 102. One hour lecture, four hours lab per week.

230. Introduction to Word Processing**three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the non-major in Office Administration as well as a familiarization course for those individuals who have little or no experience with computers. The course will present opportunities to explore microcomputer operations, computer software, and word processing applications and will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. This course is an elective and cannot be used as a substitute for OAdm 340, nor can it be taken by any student whose program requires OAdm 340. PR: OAdm 101 or consent of instructor or high school typing courses.

251. Business Communications**three hours**

This course concentrates on the principles of writing effective business communications, including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of job-related communications such as résumés and letters of application will also be covered. In addition, the use of modern technology for business communications will be discussed, and the business applications of the concepts of oral and non-verbal communication will be introduced.

310. Supervising Office Systems Personnel**three hours**

This course is designed to train students already skilled in basic office operations to become effective and efficient supervisors. Emphasis will be placed on the basic elements of supervision in relation to an office environment as well as the exploration of various techniques available for effective training and supervision of employees in an office setting. Some of the topics to be covered will be training office employees for productivity, discussion office climate and its relationship to employee productivity, discipline in the office, examining attitudes of supervisors and the degree of influence they have in relation to office employees.

340. Principles of Word Processing**three hours**

This course will provide instruction in word processing theory and concepts, procedures, and personnel management, as well as practical training and development of proficiency in the operation of the IBM microcomputer. PR: OAdm. 102 and 251 or simultaneous enrollment.

341. Word Processing Applications**three hours**

The course will provide an advanced application on the IBM microcomputer with emphasis on formulating standard documents and printing on various types of printers. PR: OAdm 340.

342. Electronic Records Management**three hours**

This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software.

343. Word Processing Transcription**three hours**

This course is a review of punctuation, proofreading, spelling and vocabulary development as major points of emphasis in training students to become proficient machine transcriptionists. Students use a desktop transcribing machine to create and edit documents on electronic equipment. PR: OAdm 340 or simultaneous enrollment.

344. Word Processing Management**three hours**

This is a course designed to modify and improve the procedures, equipment, and environment of a work/formation processing system. Students will explore the concepts of selecting the vendors, preparing the users, developing and evaluating the staff, planning work-flow procedures and providing an in-depth study of ergonomics as it pertains to an office environment. PR: Bus. Ed. 340.

345. Word Processing Practicum **two hours**

In this course students will spend 6 hours per week per semester in the word processing lab. Duties will include providing limited assistance with equipment operations, controlling software, and securing laboratory equipment. The students will meet on an arranged basis with the instructor's in charge to discuss problems. PR: Bus. Ed. 340.

346. Word Processing Directed Office Experience **two hours**

This course will offer realistic office experience where previously learned word processing skills can be integrated with decision-making skills and human relations skills. Students will be assigned to a work station for a total of 140 hours of supervised office work. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment with the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours and should plan to take this course their junior year. PR: Bus. Ed. 340.

360. General Office Procedures **three hours**

This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, handling conferences, and travel arrangements, office machines — including calculators, transcribers and reprographic equipment. PR: OAdm 102.

361. Specialized Office Procedures **three hours**

As a continuation of OAdm. 360, this course is designed to further coordinate previously acquired skills. A survey of executive, legal, and medical office professions are presented with case studies related to problems and procedures of these career paths. Simulations will be provided in each student's area of specialization utilizing electronic equipment. PR: OAdm. 211 (may be taken simultaneously) and OAdm. 360.

362. Directed Office Experience **two hours**

A practical course with actual experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; the B.A. or B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 211, 205, 360 or 361, 2.0 average in major, minor, and overall, i.e., for all work attempted. (Bus. Ed. 361 may be taken simultaneously.)

*Note: For other courses related to this subject matter area, refer to the section entitled Business Education.

Philosophy

(Division of Social Science)

199. Special Topics in Philosophy **one-twelve hours**

The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

- 200. Introduction to Philosophy** **three hours**
A survey of the principal problems arising out of man's attempts to organize his experience and direct his existence.
- 250. Great Philosophers** **three hours**
A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century.
- 300. Introduction to Logic and Philosophical Analysis** **three hours**
Problems and techniques of systematic thinking about philosophical ideas. Subjects include: epistemological theory, basic techniques of inductive and deductive reasoning, the nature and use of definitions, the identification of fallacies, and the effective use of factual, hypothetical, and theoretical statements.
- 325. Ethics** **three hours**
A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems.
- 350. Comparative Religion** **three hours**
Description and analysis of the philosophical systems underlying the major religions of the world.
- 375. Philosophy of History** **three hours**
(Credit in either philosophy or European history.) A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience.
- 400. Seminar** **three hours**
Research and reading for advanced students.

Physical Education

(Division of Education/Health, Physical Education, Recreation and Safety)

- 100. Basic Physical Education** **one hour**
Analysis and application of the rules, boundaries, strategies and psychomotor skills characteristics of a variety of sport forms are examined. The course is offered in eight-week sessions.
- 101. Basic Physiological Conditioning-Health** **one hour**
Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.
- 102. Weight Training-Lifting** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. The course is offered in eight-week sessions.
- 110. Archery** **one hour**
The analysis and application of the rules, psychomotor skills, and safety aspects of the lifetime sport of archery are studied. This course is offered in eight-week sessions.
- 112. Badminton** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of badminton are studied. This course is offered in eight-week sessions.
- 114. Bowling** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of bowling are studied. This course is offered in eight-week sessions.

116. Casting and Angling **one hour**

The analysis and application of the psychomotor skills and the safety aspects of the individual sport of casting and angling are studied. This course is offered in eight-week sessions.

120. Basketball (Beginning) **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

121. Introductory Seminar in Educational Sport **two hours**

Knowledge, skills, values, and trends characteristic of sport and current professional endeavors are surveyed.

124. Volleyball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of volleyball are studied. This course is offered in eight-week sessions.

126. Tennis (Beginning) **one hour**

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

130. Flag Football **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

140. Golf **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

142. Handball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of handball are studied. This course is offered in eight-week sessions.

144. Racquetball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.

150. Gymnastics-Apparatus **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-apparatus are studied. This course is offered in eight-week sessions.

152. Gymnastics-Tumbling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-tumbling are studied. This course is offered in eight-week sessions.

160. Soccer **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of soccer are studied. This course is offered in eight-week sessions.

162. Softball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

164. Speedball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of speedball are studied. This course is offered in eight-week sessions.

170. Wrestling**one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of wrestling are studied. This course is offered in eight-week sessions.

199. Special Topics in Physical Education**one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology**four hours**

The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.

212. Physiology of Exercise**three hours**

The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.

222. Foundations of Education Sport**two hour**

Historical, physiological, psychological and sociological aspects of sport and physical activity are explored. PR: Physical Education 121.

223. Evaluation of Instruction in Sport**three hours**

The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness. PR: Physical Education 222.

231. Early Psychomotor Activities**two hours**

The analysis and application of the psychomotor skills and patterns characteristic of sport lead-up games and the dance are examined. PR: Physical Education 121.

232. Basic Aquatics**two hours**

The knowledge and skills necessary to become proficient and safe in or on the water are introduced. PR: Physical Education 121. (Does not apply to Recreation Minor.)

233. Advanced Aquatics-Lifesaving**two hours**

Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifesaving techniques. PR: Physical Education 211 or Consent of instructor. (Does not apply to Recreation Minor.)

234. Individual and Dual Sports**two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: badminton, tennis, racquetball, track, running, strength training, fishing and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

235. Team Sports — Men's Regulations**two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: football, soccer, baseball, volleyball, speedball, and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

236. Team Sports — Women's Regulations**two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, speedball, volleyball, softball, flag football, field hockey, soccer and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

237. Gymnastics — Men's Regulations**two hours**

Knowledge and skills specific to the men's gymnastic events of floor exercise, still rings, vaulting, pommel horse and parallel bars are introduced.

238. Gymnastics/Modern Dance — Women's Regulations**two hours**

Knowledge and skills specific to the women's gymnastic events of floor exercise, vaulting, uneven bars and balance beam are introduced. Practical experience is presented in the area of axial, locomotor, and composition techniques of modern dance.

- 245. Gymnastics** **two hours**
Knowledge and skills specific to the competitive events of floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced.
- 313. Biomechanics** **three hours**
Biomechanics is the study and analysis of humans in motion, including the structures that are responsible for motion and the forces that influence human motion. PR: PE 211.
- 318. Sport Social Psychology** **three hours**
Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101, Physical Education 222.
- 324. Educational Sport** **three hours**
Philosophical, development and organizational factors essential for the modification of sport as an education medium are examined. PR: Physical Education 222 and 223.
- 325. Psychomotor Analysis Lab** **three hours**
Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 231 and 324.
- 326. Early Psychomotor Development** **two hours**
An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.
- 339. Teaching of Gymnastics** **three hours**
The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.
- 341. Adapted Physical Education** **three hours**
Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.
- 342. Field Experience in Adapted Physical Education** **two-four hours**
Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.
- 353. Field Experience in Sport Coaching** **two-four hours**
Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program.
- 354. Sports Officiating** **two hours**
This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.
- 355. Scientific Foundations of Sport Coaching** **four hours**
The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.
- 356. Administration and Coaching of Sport** **three hours**
Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.
- 357. Medical-Legal Aspects of Sport Coaching** **two hours**
Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

- 358. Techniques of Sport Coaching** **six hours**
 Sport skill techniques in combination with the theoretical aspects of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.
- 365. Activities in Outdoor Education** **one-three hours**
 Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.
- 366. Field Experience in Outdoor Education** **one-three hours**
 Extended outdoor educational experiences including Appalachian Trail, river canoe-camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.
- 371. Principles of Athletic Training** **three hours**
 Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.
- 372. Field Experience in Athletic Training** **two-four hours**
 Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.
- 381. Water Safety Instructors** **two hours**
 The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.
- 382. Springboard Diving and Aquatic Games** **two hours**
 Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.
- 431. Methods and Materials in Teaching Physical Education** **two hours**
 This course is a study and discussion of methods and curriculum of teaching physical education. Materials and techniques appropriate for all grade levels are examined.
- 450. Advanced Sport** **one hour**
 This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(Division of Science and Mathematics/Health Careers)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

- 100. Scientific Methodology** **two hours**
 One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.
- 101. Astronomy** **two hours**
 A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have credit for Physics 202, Astronomy.

- 102. Chemistry** **two hours**
 The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.
- 103. Geology** **two hours**
 The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.
- 104. Physics** **two hours**
 A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.
- 105. History of Physical Science** **two hours**
 The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure is investigated.
- 199. Special Topics in Physical Science** **one-twelve hours**
 Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 201. General Physical Science** **three hours**
 Two hours of lecture and one two-hour laboratory assignments. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. *For Elementary Education majors only.*
- 202. General Physical Science** **three hours**
 Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. *For Elementary Education majors only.*
- 412. Science in the Elementary School** **two hours**
 This course is designed as a study of modern practices and techniques in the teaching of science. Students are to be guided in developing instructional units in such areas as the earth and its atmosphere, conservation, living things (plants and animals), energy changes (machines, light, sound, electricity, and magnetism) and outer space. PR: Biol. 101, 102 and 6-8 hours in the physical sciences. This course should be taken the semester prior to the I.P.P.
- 431. Methods and Materials in Teaching Science** **two hours**
 The course is designed for students preparing to teach science at the secondary school level. Students will investigate the nature of science and science teaching, develop instructional units, become familiar with science curriculum projects, and study the special instructional procedures related to science teaching. Offered only second semester of each year.

Physics

(Division of Science and Mathematics/Health Careers)

- 101. Introduction to Physics** **four hours**
 A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 112 or 115.

102. Introduction to Physics**four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

199. Special Topics in Physics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics**two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy**three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics**four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifiers principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics**three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics**three hours**

A continuation of 320.

340. Special Problems**two hours**

Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102; Math 116.

350. Mathematical Methods of Physics**three hours**

This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics**three hours**

A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation. Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics**three hours**

A continuation of Physics 420.

Political Science

(Division of Social Science)

103. American Government**three hours**

A survey of the American political system dealing with the form and function of the American federal system.

- 199. Special Topics in Political Science** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 200. Introduction to Political Science** **three hours**
A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.
- 201. Principles of International Relations** **three hours**
A study designed to acquaint the student with the theory and practice of international relations.
- 203. Comparative Government** **three hours**
A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.
- 204. Introduction to Public Administration** **three hours**
An introductory study of the origins, structures, and processes of government administration.
- 205. State and Local Government** **three hours**
A study of the structure and function of American state and local governments.
- 206. Public Planning in Appalachia** **three hours**
A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.
- 207. Public Budgeting and Government Finance** **three hours**
A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.
- 209. Special Topics** **three hours**
A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.
- 240. Nonparametric Statistics** **three hours**
Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)
- 301. Comparative Public Administration** **three hours**
Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.
- 303. Political Parties** **three hours**
A study of the origins, growth, and development of American political parties.
PR: 103.
- 304. American Constitutional Government and Law** **three hours**
A study of the development interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: 103.
- 305. American Political Theory** **three hours**
A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

306. The American Presidency**three hours**

This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.

308. Public Personnel Administration**three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory**three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

321. U.S. Foreign Policy**three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

350. International Law and Organization**three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East**three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. Future Global Crises**three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Technology or Psychology)

404. Civil Liberties in the U.S.**three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

405. Terrorism**three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Political Science or Criminal Justice.)

406. International Problems**three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government**three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies**three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

- 450. Practicum** **three-twelve hours**
A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.
- 470. Seminar in Political Science** **three hours**
A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology

(Division of Social Science)

General Program

- 101. Introduction to Psychology I** **three hours**
Topics include: Psychology as a science, statistics, learning, motivation, emotion, social, abnormal personality, and developmental psychology.
- 102. Introduction to Psychology II** **three hours**
Topics include: physiology, sensation, perception, social, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.
- 199. Special Topics in Psychology** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 210. Personal Adjustment** **three hours**
A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustments and the development of healthy individual adjustment modes. PR: Psychology 101.
- 220. History of Psychology** **three hours**
Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.
- 230. Social Psychology (Same as Sociology 230)** **three hours**
A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.
- 240. Statistics** **four hours**
Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.
- 250. Community Psychology** **three hours**
Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.
- 260. Industrial and Personnel Psychology** **three hours**
Psychological concepts and methods as applied to personnel management, human-factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.
- 300. Abnormal** **three hours**
A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101.
- 310. Experimental** **three hours**
An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 240.

320. Sensation and Perception**three hours**

An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102.

330. Developmental**three hours**

A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Home Economics 330. PR: Psychology 101.

340. Operant Techniques and Applications**three hours**

A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, or consent of instructor.

350. Physiological**three hours**

Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.

360. Human Learning**three hours**

The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, or consent of instructor.

370. Theories of Learning**three hours**

A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102.

390. Foundations of Psychology**three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101.

393. Future Global Crises**three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Technology)

400. Psychological Assessment**three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: Psychology 101 and 240 or consent of instructor.

410. Theories of Personality**three hours**

Critical consideration of the major theories of personality, including Freudian, neo-Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102.

420. Comparative-Ethological Psychology**three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogenetic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to

species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102 or consent of instructor.

460. Seminar **three hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each semester. Results from individual research projects are an object of this course. PR: Consent of instructor. **May be repeated once.**

480. Directed Studies **variable credit**
one, two, three hours

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

490. Directed Research **variable credit**
one, two, three hours

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

Industrial-Personnel Program

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 240, 260, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours**

489. Practicum II **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 330, or consent of instructor.

494. Interpersonal Dynamics**three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 100, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency**three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I**three hours****498. Clinical Practicum II****three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(Division of Education/Health, Physical Education, Recreation, and Safety)

141. Introduction to Recreation**three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation**three hours**

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, campus, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation**three hours**

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership**three hours**

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization**three hours**

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance**two hours**

The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation**two hours**

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I**two hours**

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served. PR: Recreation 141, 144, and 145.

155. Recreation Field Work II**two hours**

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position. The course is a continuation of Recreation 154.

199. Special Topics in Recreation**one-twelve hours**

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration**three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration**three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(Division of Education/Health, Physical Education, Recreation, and Safety)

101. First Aid**two hours**

Instruction is related to preparedness for emergencies and disasters prevalent in our society and will include treatment of injuries and other emergency conditions.

199. Special Topics in Safety**one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care**two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

203. General Safety Education**three hours**

The student will become acquainted with the purpose and need of safety education as an integral component of the overall education program. The teaching and planning of a safety program and the legal aspects involved are emphasized.

Social Science

(Division of Social Science)

199. Special Topics in Social Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the

instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials of Teaching Social Studies **two hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. (Included as part of the Initial Performance Practicum.) Spring semester only.

499. Interdisciplinary Seminar **three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: History 107, 108, 111, 112, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor. Fall semester only.

Sociology

(Division of Social Science)

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

199. Special Topics in Sociology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems **three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

210. Introduction to Contemporary Human Services **three hours**

This is a study of the human service field. The course will include historical and theoretical perspectives, target populations and services, workers and careers, and current issues and proposed solutions.

230. Social Psychology **three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

300. Human Behavior and Social Environment **three hours**

A study will be made of biological, cultural psychological, and social aspects of human behavior. This course will emphasize how these aspects are integrated, especially in the context of children and family systems.

301. Anthropology **three hours**

A study of human biological and social origins, including human prehistory, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110.

- 302. Intervention Skills in Human Service Practice** **three hours**
An assessment will be made of client system needs as well as a systematic study of problems, intervention strategies, and outcome goals. Student awareness of the different sizes and types of client systems will be emphasized.
- 310. Sociology of the Family** **three hours**
A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.
- 325. Social Stratification** **three hours**
The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.
- 330. Urban Sociology** **three hours**
A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.
- 340. Juvenile Delinquency** **three hours**
A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.
- 380. Afro-American History and Culture** **three hours**
A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)
- 381. Blacks in America: 1865 to the Present** **three hours**
An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)
- 400. Policy and Planning in Human Services** **three hours**
This course involves a study of the policy making process, which includes problem analysis, program design, implementation, and feedback. The substantive issues concerning equality will be addressed throughout the semester.
- 410. Industrial Sociology** **three hours**
A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.
- 430. Community Organization** **three hours**
A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.
- 450. Minority Groups** **three hours**
A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.
- 460. Methods of Social Research** **three hours**
This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 200.
- 461. Advanced Methodology** **three hours**
This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling,

data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

470. Sociological Theory **three hours**

A study of the historical development of modern sociological thought. PR: Consent of instructor.

471. Advanced Sociological Theory: A Critical Review **three hours**

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.

485. Practicum **six hours**

An examination will be made of the human service agency through an educationally directed, supervised field experience. PR: Consent.

490. Seminar: Sociological Literature **three hours**

A course designed to use original sources and publications not primarily used as texts. PR: Soc 470 or consent of instructor.

491. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

492. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

497. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

498. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

499. Seminar: Special Problems in Sociology **three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(Division of Language and Literature)

101. Elementary Spanish I **three hours**

The students will practice the pronunciation of the Spanish language and will learn the basic grammar as they develop skills in reading, speaking, understanding and writing.

102. Elementary Spanish II **three hours**

This course is a continuation of Spanish 101. PR: Spanish 101 or one year of high school Spanish.

199. Special Topics in Spanish **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate Spanish I **three hours**

The students will review Spanish grammar and will develop competence in the four basic skills with emphasis on rapid reading. PR: Spanish 101 and 102 or two years of high school Spanish.

202. Intermediate Spanish II **three hours**

This class is a continuation of Spanish 201. PR: Spanish 201.

310. Spanish Civilization and Culture**three hours**

The students will study the life, civilization, and culture of Spain through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

320. Latin American Civilization and Culture**three hours**

The students will study the life, civilization, and culture of Latin American through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

Speech Communication

(Division of Fine Arts)

100. Introduction to Speech Communication**three hours**

An introduction to the elements involved in human communication, dealing with theory and practice as they relate to intrapersonal, interpersonal, small and large group communication situations. Required for B.A. and B.S. degrees.

103. Listening Skills**one hour**

This course focuses on the foundation techniques—behavioral, attitudinal and cognitive—which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

105. Voice and Diction**three hours**

Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement**three hours**

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science**three hours**

An introduction to the scientific basis for speech and hearing.

153. Phonetics**three hours**

A study of the phonetic characteristics in normal and deviant speech production.

154. Anatomy of the Speech and Hearing Mechanism**three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system.

170. Broadcast Production Processes**three hours**

An introduction to the theory and practice of basic radio and television production operations; audio/video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Fall semester only.

171. Introduction to Broadcasting**two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.

173. Radio/Television Production**four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. This course is taught alternate semesters.

199. Special Topics in Speech Communication**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Non-Verbal Communication**two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester.

219. Language in Speech Communication**three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100 or consent.

221. Classroom Communication**three hours**

As an introduction to principles and practices of effective oral communication for the classroom teacher, all study and practice in this class is directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all B.A. in Education students.

233. Interpersonal and Small Group Communication**three hours**

A study of communication in a dyadic and a small group context with emphasis upon the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester.

241. Argumentation and Debate**three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester.

249. Intercollegiate Debate I-IV**one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing**three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring semester.

271. Broadcast Practicum**two hours**

Designed to provide laboratory experience in b/w and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum**two hours**

A continuation of 271.

303. Listening: Theory and Practice**three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught fall semesters.

337. Persuasive Communication**two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall Semester. PR: Speech Communication 100 or 221 or consent.

345. Oratory**one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in development of persuasive manuscript speeches for competition. PR: 337 or consent. Spring Semester.

361. Speaking for Business and Professionals**three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. PR: Speech Communication 100 or consent.

369. Communication in Organizations**three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. PR: Speech Communication 100 or consent. Alternate spring semesters.

421. Extemporaneous Speaking**one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 337 or consent.

431. Methods and Materials in Teaching Speech**Communication and Theatre****two hours**

Philosophy, methods, and materials of teaching speech communication and theatre and of directing the speech communication and theatre co-curricular and extra-curricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Spring semesters.

439. Public Speaking Practicum I-VIII**one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. maximum credit in any semester is one hour. PR: Speech Communication 337 and/or consent.

449. Intercollegiate Debate I-IV**one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction**three hours**

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

469. Seminar in Ethical and Legal Issues of Communication**three hours**

The course will investigate the thinking of ethical philosophers such as Socrates, Plato, Quintillian, Bacon, Mills, Toulmin, Burke, et al. to explore the issue of ethical communication. Topics such as lying and deception, communicator responsibility for message effects, persuasion, manipulation and propaganda will be discussed. The course will continue through a study of the legal issues of communication in the United States beginning with the First Amendment to the Constitution and considering topics such as protected and unprotected speech, censorship, regulation of time, place and manner of speaking, defamation and the regulation of the broadcast media.

491. Directed Study in Speech Communication**one-four hours**

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of department chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(Division of Technology/Home Economics)

TEC 100. Technology and Society**two hours**

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: None.

TEC 199. Special Topics**one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 201. Production I**three hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. The emphasis will be on the development of basic skills in a variety of material areas. PR: None

TEC 202. Transportation I**three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TEC 203. Manufacturing I**three hours**

This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research & Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: WOD 100 Co-Requisite: DRF 100.

TEC 204. Construction**three hours**

This course deals with an introduction to the inputs, processes, and outputs of the construction system. The methodology of this course will involve students with selected structural design and analysis, structural engineering, personnel relations, financial affairs, and structural production processes which are used by humans to construct building structures, non-building structures (bridges, tunnels, dams, etc.) and transportation structures/surfaces. This course is designed to provide teacher education majors with an overall view of the construction system that can be applied to middle school and high school classroom situations. The primary methodology in this course is structural model building and testing. PR: WOD 100, Co-requisite: DRF 100.

TEC 250. History of Technology**three hours**

A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TEC 260. Crafts**two hours**

The student is encouraged to explore, experiment, and create with a variety of materials and processes. PR: None.

TEC 290. Engineering Analysis I **four hours**

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing, Math 102, and at least nine credits of technology courses.

TEC 299. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II **four hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290.

TEC 301. Communication **three hours**

This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: GCT 100.

TEC 302. Manufacturing II **three hours**

This course deals with the analysis of the inputs, processes, and outputs of the manufacturing system. The methodology of this class is to simulate the organization and operation of a manufacturing corporation. Students will elect a board of directors, a company president, and organize departments in research and development, industrial relations, finance, production, and marketing. The class will design and engineer a college level product, plan for mass-production of the product, finance the production of the product through common stock sales or other financial means, mass-produce the product, and market the product in the school or local community. PR: TEC 203 (Manufacturing majors are exempted from this prerequisite), DRF 100.

TEC 303. Transportation II **three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system—past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 202.

TEC 310. Man and Technology **three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TEC 320. Elementary School Technology **two hours**

The laboratory experiences derived from the technology of the home, community, and world analogous to the lower intermediate, and upper elementary grades. A variety of materials, tools, and processes are utilized as each student develops his own ideas. Emphasis is also placed upon the organization and administration of such a program. PR: None.

TEC 393. Future Global Crises **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Psychology) PR: Junior standing.

TEC 399. Special Topics **one-three hours**

A study of special topics of educational, technical or industrial concern. PR: Consent.

TEC 400. Work Experience Seminar **four hours**

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology sophomore standing or consent.

TEC 401. Work Experience Laboratory **eight hours**

On the job work experience including employer evaluation.

TEC 410. Guided Design Seminar**one-four hours**

A seminar in design or research in selected areas of engineering or home economics. PR: Consent.

TEC 431. Methods and Materials for Teaching Industrial Arts**two hours**

A course in which the particular problems and techniques of teaching industrial arts are dealt with. Emphasis is given to the special methods of handling demonstrations, use of special teaching aids and other related problems unique to industrial arts. PR: EDUC 303, TEC 301, TEC 302, TEC 303.

TEC 450. Multiple Activities**three hours**

A lecture/laboratory course designed to aid the industrial arts teacher in the organization and administration of the laboratory and operationalize concepts inherent in teaching the multiple activities. PR: TEC 301, TEC 302, TEC 303.

TEC 499. Special Topics**one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

ARC 200. Graphics**three hours**

This course is an introduction to architectural presentation drawings. The course emphasizes rendering techniques and perspective drawing. PR: DRF 215.

ARC 210. Design I**four hours**

Introduction to basic principles of architectural design. Areas to be explored include: design theory, methods and processes; presentation drawing techniques; fundamentals of model making; and the application of the above to actual design projects. PR: ARC 230, DRF 215.

ARC 230. Architectural History I**three hours**

This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.

ARC 250. Design II**four hours**

This course is a continuation of architectural design, with an introduction to architectural programming and continued exploration of design methods and principles. PR: ARC 210.

ARC 260. Architectural History II**three hours**

This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARC 230.

ARC 310. Construction Details**four hours**

This course is an exploration of the relationship between building design and the working drawings in the context of an architectural office setting. PR: ARC 410, CIV 220.

ARC 320. Site Planning**two hours**

This course covers analyzing a site and optimizing the relationship of a building to its site, taking into account the buildings program and the natural environment. PR: CIV 200, ARC 250.

ARC 400. Design III**four hours**

This course is an architectural design studio emphasizing design principles and design process. The course emphasizes the relationship of architectural design to the urban context. PR: ARC 250.

ARC 410. Design IV**four hours**

This course is an architectural design studio concentrating on the design development process. The course emphasizes the interrelationship of design concepts and building technology. PR: ARC 400.

ARC 420. Urban Design**three hours**

An introduction to urban site planning and the application of basic principles to an urban context. Areas of study will include problems of commercial redevelopment and housing. PR: ARC 250, ARC 260.

- ARC 430. Mechanical and Electrical Systems** **three hours**
Introduction to the design of mechanical and electrical systems. PR: ARC 250.
- ARC 450. Design V** **four hours**
An advanced architectural design studio. Emphasis is placed upon design theory. Issues such as historical precedent, building technology, architecture's social impact and its meaning are explored. PR: ARC 410.
- ARC 460. Design VI** **four hours**
An independent architectural design studio. Each class member, under the direction of a faculty advisor, organizes and executes a project according to his or her own interests and objectives. PR: ARC 410 and permission of department.
- CIV 200. Surveying I** **four hours**
An emphasis on field work with theory of the measurement of linear distances, proper notekeeping, leveling procedures, measurement of horizontal and vertical angles, stadia, and elementary mapping. Also includes bearing, azimuths, and traverse calculations including rectangular coordinates. PR: DRF 100, Math 101.
- CIV 210. Light Construction** **four hours**
Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. PR: None.
- CIV 220. Construction Materials and Methods** **three hours**
Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIV 210, Math 102.
- CIV 240. Surveying II** **four hours**
A continuation of Surveying I including tape/transit surveys, mapping, area calculation, topographic mapping, construction staking and procedures as well as photograms. Also includes curve stakeout, cut and fill calculations and principles of land surveying. PR: CIV 200, CS 101.
- CIV 260. Fluid Mechanics and Hydraulics** **three hours**
Introduction to basic hydraulic theory including hydrostatics, the flow of liquids in pipes and open channels using common design equations, and hydrologic theory and practice. PR: C.S. 101, Co-requisite: TEC 290, Physics 101.
- CIV 300. Highway Design and Transportation** **three hours**
This course includes basic transportation theory as well as particular highway design aspects such as route survey, terrain, drainage, bridge design, pavement types, alignment grades and field-office work. PR: TEC 300, CIV 220, CIV 240.
- CIV 310. Structural Analysis and Design I** **three hours**
The analysis of concrete, steel and timber beams, columns, tension members, including riveted, high strength bolted and welded connections. Includes shear, moments, deflections in statically determinant and indeterminant structures. PR: MEC 200, TEC 300, C.S. 101.
- CIV 320. Construction Planning, Estimating and Contracts** **three hours**
Planning and estimating techniques of various types of construction projects including critical path, scheduling, inspection and various on-site considerations. Also includes contracts, bidding, and specifications as they affect the contractor and engineer. PR: CIV 220, C.S. 101, Econ 200.
- CIV 350. Soils and Foundations Design** **three hours**
Basic soil mechanics including stress and failure modes, hydrostatic forces; retaining wall and foundation design. PR: CIV 220, CIV 310.
- CIV 430. Advanced Surveying Problems** **three hours**
This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Analysis and Design II **three hours**

A continuation of CIV 310 with more in-depth design of reinforced concrete and steel structures. PR: CIV 310.

CIV 460. Water and Wastewater Technology **three hours**

Theories and practices in water and wastewater treatment, natural water quality, and advanced hydraulics. PR: Chem 101, CIV 260, or instructor permission.

DRF 100. Engineering Graphics **three hours**

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multiview and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration **three hours**

An introduction to convey information as to the shape, size and function of an object. Areas include technical sketches and drawings, illustrations for parts catalogues as well as exploded view drawings. Content areas include: obliques, perspectives, isometrics, airbrush and shading techniques. PR: DRF 100.

DRF 215. Architectural Drafting **four hours**

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100.

DRF 225. Descriptive Geometry **two hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 100, C.S. 101.

DRF 235. Technical Drafting **three hours**

This course covers advanced drafting/ design techniques such as pen and ink, and computer graphics. Study will include industrial detail drawing, electrical/electronic drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRF 100, C.S. 101.

DRF 245. Architectural Design **two hours**

As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings. PR: DRF 215.

DRF 255. Tool Design **four hours**

This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRF 100, C.S. 101.

DRF 270. Computer Graphics **three hours**

This is an introductory computer aided drafting (CAD) course. Software routines such as Plot 50, DOS, and AutoCad will be covered. Hardware, including Tektronix and IBM/Houston Instrument Systems will be utilized. In addition to processors, the course will cover the use of digitizers, printers, and plotters. PR: DRF 100, C.S. 101.

ELE 100. Circuit Analysis I **three hours**

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101.

ELE 200. Shop Practices **three hours**

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component

selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course.

ELE 210. Circuit Analysis II**three hours**

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100; Co-Requisite: Math 102, C.S. 101.

ELE 215. Basic Transistors**three hours**

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field-effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, ELE 200; Co-Requisite: C.S. 101.

ELE 220. Linear Electronics**three hours**

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics**three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 215.

ELE 240. Industrial Electronics**three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls**three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100, Math 102.

ELE 260. Communication Systems**three hours**

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers**three hours**

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 280. Programmable Controllers**three hours**

An introduction to programmable controllers and their application to sequential process control. Topics include basic operating characteristics, relays, timers, counters, sequencers, editing, and on-line data control. Practical laboratory experiences will be provided in controller applications, programming, installation, and maintenance. PR: C.S. 101, ELE 230, or consent of instructor.

ELE 300. Advanced Linear Electronics**three hours**

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 240, ELE 260.

ELE 310. Advanced Microcomputer Systems**three hours**

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 260, ELE 270.

ELE 400. Senior Electronics Project**three hours**

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELE 300, ELE 310.

ELE 410. Data Acquisition and Control Systems**four hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 300, ELE 310.

ELE 420. Advanced Communications**three hours**

A continuation of ELE 260. Topics include light wave communication, microwaves and waveguides, digital communication systems, two-way radio operations, and antenna theory and testing. PR: 260, ELE 300, 310, TEC 300.

ELE 430. Linear Feedback Systems**three hours**

A study of linear feedback systems using LaPlace transformers. Topics include network analysis, control systems theory, stability criterion, and compensation techniques. Simulations will be accomplished with both analog and digital computers. PR: ELE 300, TEC 300.

GCT 100. Graphic Communications Processes**three hours**

An introduction to the Graphic arts. The course deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio; planographic, porous, and electrostatic printing methods; continuous tone photography; and basic bindery operations. Experience is gained in each of these areas and in the various phases of production of these methods.

GCT 200. Image Assembly I**three hours**

A basic course in the makeup of copy. Emphasis is placed on composition and typography. Single and multicolor paste-up techniques, forms layout, cropping and scaling of photographs, and keylining will be investigated. Experience will be gained in introductory electronic composition and single and multicolor film assembly. PR: GCT 100.

GCT 210. Image Transfer Mechanisms I**three hours**

Image carriers such as relief plates, litho plates, gravure plates and photo silkscreen stencils are studied. Experience in the plate making, single and multicolor press operation and bindery operations will be gained. Pressrun problems and introductory press maintenance will be investigated. PR: GCT 200.

GCT 220. Estimating and Cost Analysis**three hours**

An examination of the operations involved in producing graphic materials for the purpose of determining both individual and overall costs will be undertaken. Effective use of press equipment, cost and price determination, and the financial structure of the printing concern will be studied. Both the Franklin catalog and the micro-computer applications will be investigated in regard to estimating. PR: GCT 210.

GCT 230. Layout and Design I**three hours**

Printed materials will be analyzed in terms of design, typestyle, and color. Knowledge of how to prepare art for reproduction and instruct the cameraman will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 240. Graphic Arts Photography**three hours**

A study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posterization, duping, clocking, and duo tones. Time is spent with both press proofing and non-press proofing, and in the area of photo fabrication. PR: GCT 210.

GCT 250. Graphic Communications Practicum**six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry or the college in-house printing facility. Students will gain experience in graphic arts photography, typesetting, platemaking, presswork, and bindery. Two-year and four-year Graphic Communications Technology only. PR GCT 240.

GCT 260. Practicum Commercial/Graphics**six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program. PR: GCT 220, GCT 230 (Commercial/Graphics only)

GCT 270. Screen Printing Techniques**three credits**

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 300. Basic Photography**three hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, print portrait photography, and photographic ethics.

GCT 310. Advanced Photography**three hours**

A continuation of GCT 300, covering such areas as advanced black and white work large format camera work, and color photography. PR: GCT 300.

GCT 320. Image Assembly II**three hours**

A continuation of GCT 200. The student continues work in image and film assembly. The stripping of flat and process color will be investigated in greater depth. Students will gain experience in more advanced electronic composition and text processing including methods of editing, storage and retrieval. PR: GCT 200.

GCT 330. Layout and Design II**three hours**

A continuation of GCT 230. The student continues work on thumbnail, rough, and final layouts with emphasis on the production of comprehensive final layouts for presentation to the customer. PR: GCT 230.

GCT 340. Image Transfer Mechanisms II**three hours**

A continuation of GCT 210. Single and multicolor presswork is pursued on a more advanced basis. Large offset presses are studied. PR: GCT 210, C.S. 101.

GCT 410. Printing Techniques**three hours**

An opportunity to investigate an area not included in the regular listing of courses in the communications field. It is possible to do a further study of some area previously covered. PR: GCT 230, 240, 300.

GCT 420. Computer Applications to Graphic Communications**three hours**

Development of computer applications to the solutions of graphics production problems such as reduction of waste, inventory control, and cost analysis. Computer typesetting systems and their components are analyzed and their compatibility is investigated. Both commercial and student produced software will be used.

MFG 205. Engineering Economy**three hours**

Techniques of engineering economy as related to cost, design, and selection of materials. PR: MFG 240, Math 102.

MFG 210. Machine Shop**three hours**

Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill saw and other metal working machines with problem solving in layout and machine design. PR: CS 101.

MFG 240. Manufacturing Processes**four hours**

An experience involving basic techniques in manufacturing and fabrication of metal products. The process includes conception of an idea to be placed in experimental and developmental stages and final completion and mass production. This includes the use of the lathe, milling machine, drill press, surface and tool grinder, friction band saw, and the use of precision measuring instruments for layout and design. Special emphasis will be placed upon production safety. PR: MFG 210.

MFG 250. Personnel Problems and Labor Relations**three hours**

A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: None.

MFG 260. Master Planning **three hours**

This course stresses the importance of planning to achieve maximum manufacturing efficiency. It covers development of a production plan, establishment of a master production schedule, translating forecasted and actual demands into factory requirements and evaluation of a master production schedule.

MFG 265. Materials Requirement Planning **three hours**

This course covers the development and execution of a materials requirements plan. This includes the development and utilization of a bill of materials, obtaining and interpreting scheduling data and the selection and implementation of a materials requirements planning system.

MFG 270. Inventory Control **three hours**

This course focuses on the principles, concepts, and techniques for planning and controlling inventory at all stages of the manufacturing and distribution cycle.

MFG 275. Capacity Management **three hours**

This course covers the calculation of the labor, equipment, and capital requirements for production. It includes the calculation of capacity, gathering and interpreting data, analyzing results, and monitoring the enterprises output as a function of current resources.

MFG 280. Production Activity Control **three hours**

This course covers production activity in job shop, repetitive, batch, and continuous manufacturing companies. The course is divided into two parts, "push environments" and "pull environments."

MFG 285. JIT Manufacturing **three hours**

This course considers all activities necessary to make product or services available on time. This includes production control, manufacturing engineering, sales and marketing, purchasing, design engineering, maintenance, and quality control.

MFG 290. Statistical Process Control **three hours**

This course covers the statistical methods used to differentiate between special and common causes of process variation. Process control, capability and charting are also studied. The course concludes with an examination of project evaluation and improvement strategies.

MFG 295. Methods Measurement **three hours**

An overview of basic processes used to measure and standardize production methods within a manufacturing enterprise. Topics of study include methods analysis, work sampling, work measurement, predetermined time systems, motion picture/video analysis, principles of motion economy, job evaluation, and job pricing. Laboratory assignments will be conducted with practical experiences. PR: Math 101.

MFG 299. Manufacturing Practicum **four hours**

This course consists of a supervised on-the-job learning/work experience with a cooperating manufacturing company. Students will gain "real world experience" and have an opportunity to apply the competencies they have gained to an actual project. PR: MFG 260, 265, 270, 275, 280, 285 or consent.

MFG 310. Plant Layout and Production Control **two hours**

A study of the economical arrangement of stocks, machines, and layout of aisles for efficient handling of materials and production. PR: MFG 300.

MFG 315. Welding **four hours**

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

MFG 325. Computer Numerical Machine Control/Robotics **three hours**

This course involves a study of basic (level 1) computer numerical control mill and lathe programming, tool path simulation, and machine operation. This course also includes a study of robot topics. Included is a basic study of applications of robots, features of the manipulator and controller, robot programming, robot interfacing, end effectors, and sensors. Hands-on laboratory experiments are designed to reinforce a conceptual understanding of these topics.

MFG 400. Time and Motion, Quality Control **two hours**

Fundamentals of work simplification and motion economy using the techniques of motion and time study for the development of effective methods of production. PR: MFG 250; Co-requisite; MFG 310.

MFG 410. Metallurgy **two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

MFG. 415. Advanced Welding **three hours**

This course is involved with pipe welding (electrode) G.M.A.W./M.I.G. (semi-automatic, cored and solid wire), and T.I.G. (tungsten-inert-gas). Methods of producing and fabricating to standard specifications. PR: MFG 200.

MFG 420. Heavy Equipment Fabrication **three hours**

Resistance, gas and electric arc welding and cutting, capabilities and limitations of lathe and milling operations; techniques of materials forming, fabrication and heat treatment. PR: MEC 200, MFG 300, MIN 330 or consent.

MAT 100. Materials and Processes **three hours**

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MEC 100. Statics **three hours**

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar forces systems using analytical and graphical methods, PR: Math 101, Co-requisite: C.S. 101.

MEC 105. Engine Theory **three-four hours**

A survey of engine design and characteristics. The operation and principle of internal combustion engines and nomenclature, location, and function of stationary and moving parts. PR: None.

MEC 115. Power Transfer Theory **three-four hours**

A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials, and other drive mechanisms, as well as direct transfer by air or other fluids. PR: None.

MEC 125. Integrated Automotive Systems **two hours**

Introduction into all systems of the automobile. The student will be able to identify components of cooling, intake, ignition, charging, starting systems, etc. PR: None.

MEC 200. Strength of Materials **four hours**

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: MEC 100, Math 102, MAT 100.

MEC 205. Carburetion and Ignition Theory **three-four hours**

Methods and principles involved in the flow, metering, atomization, and delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. PR: None.

MEC 210. Thermodynamics I **three hours**

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: Math 102; Co-Requisite: Phys 101, MEC 100.

MEC 215. Hydraulic and Suspension Systems **three-four hours**

The theory and practice of suspension and hydraulic systems used in modern vehicles. PR: None.

MEC 220. Fluid Mechanics**three hours**

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: Math 102, MEC 100, MEC 200, MEC 210, TEC 290, or consent of instructor.

MEC 225. Electrical Systems and Air Conditioning**three-four hours**

A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator, and air conditioning system. PR: ELE 100.

MEC 240. Machine Design I**three hours**

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, C.S. 101, TEC 290.

MEC 260. Internal Combustion Engines**three hours**

A study of engine design and operating characteristics of four cycle, two cycle, Wankel, Diesel, and Sterling engines. Includes nomenclature, location, and function of all parts; calculation of displacement, compression ratio, ideal horsepower, brake horsepower and friction. PR: Physics 101, Math 101.

MEC 300. Thermodynamics II**three hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative; double integration; methods of curve fitting; series expansion; differential equations. PR: MEC 210; Co-Requisite: TEC 300.

MEC 320. Dynamics**three hours**

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse momentum. PR: MEC 100, TEC 290, Physics 101.

MEC 330. Heat Transfer I**three hours**

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, TEC 300, MEC 210, MEC 220.

MEC 340. Heating, Air Conditioning and Ventilation**three hours**

A study of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300.

MEC 350. Numerical Methods**three hours**

A study of numerical methods with application to the formulation and solution of engineering problems. Topics include mathematical modeling, engineering problem solving, roots and equations, curve fitting, numerical integration, and ordinary differential equations. Digital computers and software are used extensively. PR: CS 101, Physics 101, TEC 290.

MEC 400. Mechanical Measurements**three hours**

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 320.

MEC 410. Thermodynamics III**three hours**

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II **three hours**

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory **three hours**

A study of analog, digital and mixed engineering systems; similtude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC 300, MEC 320, MEC 330.

SAF 200. Safety Supervision **three hours**

A study of safety management structures and personnel responsibilities within the corporation. Structure for implementation of practices related to the safety mission, management by objectives, and workmen's compensation are included. PR: None: CR: MFG 250.

SAF 201. Occupational Safety **three hours**

A basic investigation into OSHA Standards pertaining to general and construction industry. Record keeping and OSHA inspections procedures are included. PR: None.

SAF 205. Fire Protection Organization **two hours**

Dimensions of the fire problem, economic environmental, social, fire protection organization, management, communication, layout of facilities and methods of administration.

SAF 210. Disaster Preparedness and Emergency Systems **three hours**

A study of the major elements of disaster and emergencies, including systematic and organized methods of preparedness planning for these events.

SAF 215. Fire Suppression **three hours**

The examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures and the study of the various methods of stopping combustion of fires. Analysis of the properties of materials affecting fire behavior.

SAF 220. Environmental Hazard Control **three hours**

A survey of hazard control assumptions pertinent to environmental safety and loss control. Including facilities, equipment and control features recommended by authorities in the fields of engineering, medicine, public health and safety. PR: SAF 201; CR: Chem 102.

SAF 225. Hydraulics and Water Supply **three hours**

Design of water supply and distribution systems for fire protection. Laboratory experiences in operational and hydraulic problems.

SAF 230. Introduction to Industrial Hygiene **three hours**

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 220; MATH 102, CHEM 102.

SAF 235. Fire Prevention and Inspection **three hours**

A study of all types of industrial processes requiring special fire protection treatment such as heating equipment, flammable liquids, gases and dusts. Emphasis on fundamental theories involved, inspection methods, determination of relative hazards, application of codes and standards and economics of installed protection systems.

SAF 240. Safety Engineering Design **three hours**

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 201, DRF 100, ELE 100.

SAF 245. Detection and Suppression System **three hours**

Study of heat, sensitivity, thermostats, fusible elements, fire detection systems, design and layouts, alarm systems, power sources, safeguards, municipal alarm systems, construction, installation and maintenance requirements. Automatic extinguishing systems design and layout of water, gas and power systems.

- SAF 250. Safety Legislation and Compliance Operation** **three hours**
Study of federal, state, and local legislation pertinent to today's Safety Movement. PR: SAF 201.
- SAF 255. Fire Tactics and Strategy** **three hours**
Organization of the fire attack team, the chain of command, manpower, equipment and water supply. Concepts of tactical operation, strategy, logistics and tactics.
- SAF 300. Managing and Evaluating Safety Programs** **three hours**
This course is an analysis of safety programs, it isolates components to be included or improved. Topics studied include safety audit, safety project improvement cycle, and safety management coordination. PR: SAF 200, SAF 240, SAF 250.
- SAF 310. Human Factors in Accident Prevention** **three hours**
Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control. PR: SAF 230.
- SAF 320. Toxicology** **three hours**
The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.
- SAF 400. Industrial Hygiene Controls** **three hours**
The object of this course is to investigate industrial hygiene control methods utilized for minimization of worker exposure to airborne contaminants and various chemical agents in industry. PR: SAF 230, TEC 290.
- SAF 420. Industrial Hygiene Applications and Practices** **three hours**
The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. PR: SAF 400.
- SAF 430. Epidemiology and Statistics** **three hours**
This course is designed to examine the control of bacterial, viral and mycotic diseases in public health. The legal requirements governing the data collected and the types of equipment and sampling procedures utilized are also examined. PR: SAF 320, SAF 400.
- WOD 100. Wood Technology** **three hours**
The theory, application and treatment of woods and hand and machine wood-working. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.
- WOD 205. Furniture Construction and Design** **two hours**
A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: WOD 100.
- WOD 215. Wood Finishing** **three hours**
A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: WOD 100.
- WOD 225. Cabinet Construction and Design** **two hours**
A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: WOD 205.

WOD 235. Advanced Woods**three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects: PR: WOD 100.

Theatre

(Division of Fine Arts)

100. Theatre Appreciation**two hours**

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements. Fall semester.

110. Introduction to Theatre**two hours**

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Offered on demand.

114. Body Training and Stage Movement**two hours**

Required of all theatre minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Alternate Spring semesters.

140. Theatrical Production**two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage management.

148. Theatre Workshop I-IV**one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions, and/or reader's theatre. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all B.A. Minors in Speech Communication and Theatre (Theatre Option) and A.B. in Education with teaching field in Oral communication (grades 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 348).

160. Technical Theatre Practicum: Costuming I**one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I**one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I**one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I**one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

- 168. Technical Theatre Practicum: Sound I** **one hour**
 Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.
- 199. Special Topics in Theatre** **one-twelve hours**
 Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 212. Theatrical Makeup** **one hour**
 Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.
- 220. Oral Interpretation** **two hours**
 An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. Spring semester. PR: Speech Communication 105 or Speech Communication 107 or consent.
- 228. Oral Interpretation Practicum I-IV** **one-four hours**
 Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.
- 230. Acting** **two hours**
 Introduction to the theory and practice of fundamental acting techniques for the stage. Fall semesters. PR: Theatre 220 or consent.
- 238. Acting Workshop I-IV** **one-eight hours**
 Public performance or the equivalent in Masquers or studio theatre dramatic productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)
- 244. Introduction to Theatrical Design** **three hours**
 An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Offered spring semester. PR: Consent.
- 260. Theatre History** **three hours**
 Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and practitioners of each era. Alternate spring semesters.
- 314. Advanced Theatrical Makeup** **one hour**
 Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. (Formerly Speech 301 Advanced Makeup.) PR: 212.
- 326. Advanced Oral Interpretation** **two hours**
 A study of the special problems of oral interpretation in the areas of prose, poetry, and dramatic literature. Alternate fall semesters. Not a substitute for Theatre 220. PR: Theatre 220 or consent.
- 330. Advanced Acting** **three hours**
 Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Alternate spring semesters.
- 336. Directing** **two hours**
 Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. Spring semester. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent.

- 344. Advanced Theatrical Design** **three hours**
Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Alternate fall semesters.
- 348. Theatre Workshop I-IV** **one-four hours**
Crew work is assigned to Masquers productions, studio theatre productions and/or reader's theatre. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).
- 350. Children's Drama** **three hours**
A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Taught on demand.
- 352. Children's Theatre Practicum** **one hour**
Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.
- 354. Creative Drama Practicum** **one hour**
Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.
- 356. Summer Theatre: Rehearsal and Performance** **one-three hours**
Systematic rehearsal and public performance with the Masquers Town and Gown Players (college-community summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.
- 358. Summer Theatre: Production and Management** **one-three hours**
Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (college-community summer theatre). Experiences include set designing and construction, lighting, costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.
- 360. Technical Theatre Practicum: Costuming II** **one hour**
Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 362. Technical Theatre Practicum: Lighting II** **one hour**
Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 364. Technical Theatre Practicum: Properties II** **one hour**
Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 366. Technical Theatre Practicum: Scenic II** **one hour**
Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 368. Technical Theatre Practicum: Sound II** **one hour**
Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design**three hours**

An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

392. Costume History and Design**three hours**

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the present day and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140, or consent. Taught on demand.

394. Lighting and Sound Design**three hours**

Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

424. Stage Dialects**one hour**

An introduction through theory and practice to the major stage dialects including French, British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105 or 107.

428. Oral Interpretation Practicum I-IV**one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and or consent.

432. Acting Workshop I-IV**one-eight hours**

Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum**one hour**

Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance or production experience on at least one Masquers Major production to receive consent.

480. Theatre Business Management and Promotion**three hours**

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

494. Theatre Business Management Practicum**one-two hours**

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor. Taught on demand.

488. Promotion Practicum**one-two hours**

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester—one.

490. Directed Study in Theatre**one-four hours**

The student selects directed study in any area of theatre which is not treated in the drama course offerings. Course designed by student and selected faculty with approval of departmental chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Technology

(Division of Science and Mathematics/Health Careers)

113. Introduction to Veterinary Technology **three hours**

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program.

114. Breeds and Breeding **two hours**

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

116. Clinical Procedures **five hours**

The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR: VT 113, VT 114, and Biology 170. Spring Semester.

122. Treatment of Diseases **three hours**

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR: VT 113, VT 114 and Biology 170. Spring Semester.

130. Animal Parasitology **three hours**

The life cycle, pathologies and management control techniques of the parasites of the common domestic animals will be studied. The laboratory techniques for diagnosing these parasites will be practiced. Two hours lecture and two hours lab per week. Open to all students. Fall Semester.

199. Special Topics in Veterinary Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

210. Laboratory Animal Techniques **three hours**

The taxonomy of animals is reviewed. The students will study the care, handling, and restraint of common laboratory animals. Different animals as human disease role models will be covered. An overview of government regulations of research animals and the management of research facilities is presented. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

212. Health Management of Farm Animals **three hours**

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

217. Clinical Laboratory Procedure **four hours**

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VT 271. Fall Semester.

219. Seminar for Veterinary Technicians**two hours**

This course is concurrent and interrelated with VT 272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VT 210, VT 212, VT 217, VT 222.

222. Diseases of Domestic Animals**four hours**

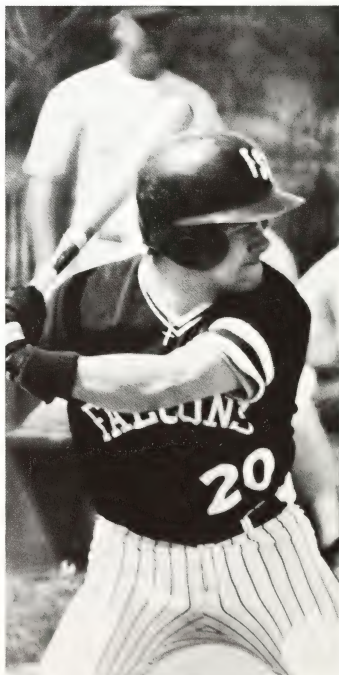
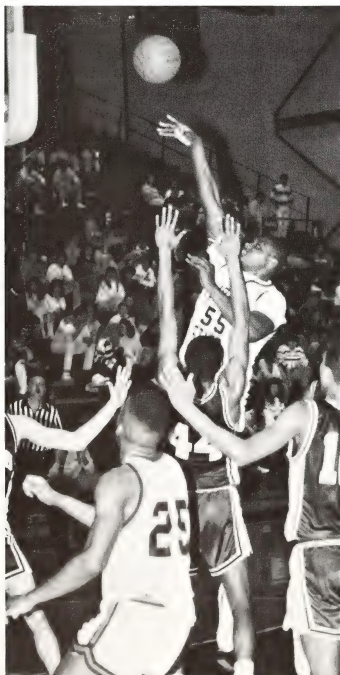
The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxological diseases of domestic animals will be covered. Four hours lecture per week. PR: VT 271. Fall Semester.

271. Veterinary Preceptorship I**eight hours**

The student spends eight hours a day, four days a week in a veterinary practice for both summer sessions. The student will have the opportunity to function as a member of veterinary practice. The student will be able to apply techniques learned in the classroom. PR: VT 116, VT 122, and Biology 215.

272. Veterinary Preceptorship II**twelve hours**

The student spends eight hours a day, four days a week in a veterinary practice. The student is expected to function as a full member of a veterinary practice. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VT 210, VT 212, VT 217, VT 222.



Directory

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Fairmont State College is a state-supported institution operated under the governance of the West Virginia Board of Directors. The board consists of twelve members appointed by the governor, by and with the advice and consent of the Senate. There are also five ex-officio members. The chancellor is the chief executive officer of the board and the chief executive officer of the state system of higher education.

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<i>Counselors</i>	William Dean Bailey, M.A.
	Michael Belmear, M.A.
	William F. Julian, M.S.
	William D. Shaffer, M.A.
	Ann Lester, B.A.
<i>Supervisor of Residence Life</i>	William F. Julian, M.S.
<i>Coordinator for the Handicapped</i>	William F. Julian, M.S.
STUDENT CENTER AND BOOKSTORE, <i>Director of</i>	Stanley Groves, M.A.
STUDENT HEALTH SERVICE	Suzette Prichard, R.N.
TEACHER EDUCATION, <i>Dean of</i>	Harry J. Hadley, Ed.D.

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DIVISION OF TECHNOLOGY/HOME ECONOMICS, William E. Griscom, Ed.D.	
Engineering Technology	Technology Education (Industrial Arts)
Home Economics	

Faculty

- ALSHALLAH, MOHAMED, (1988), *Assistant Professor of Commerce*; B.S. Baghdad University; M.B.A. University of Bridgeport.
- AMOS, RAYMOND E., JR., (1965), *Professor of Biology*; B.S., Fairmont State College; M.S., Ph.D., West Virginia University.
- ASHTON, JOHN H., (1970), *Associate Professor of Music*; B.F.A., M.F.A., Carnegie Mellon University.
- BACZA, GERALD L., (1981), *Professor of Technology*; B.S., California State College; M.A., Ed.D., West Virginia University.
- BAKER, RANDALL, (1986), *Instructor of Computer Science*; B.S., Fairmont State College; MS., West Virginia University.
- BARONI, DEBRA ANN, (1986), *Assistant Professor of Architecture*; B.A./Art Hist., B.S./Arch, M. Arch, University of Michigan.
- BAXTER, HARRY N., III, (1985), *Assistant Professor of Chemistry*; B.S., Clarion University of Pennsylvania; Ph.D., Pennsylvania State University.
- BENNETT, GARY K., (1980), *Assistant Professor of Commerce*; B.S., Fairmont State College; M.B.A., West Virginia University.
- BOCK, EDWARD E., II, (1968), *Director, Computer Center*; *Assistant Professor of Commerce*; B.S.E.E., M.S.E.E., West Virginia University.
- BOHNKE, DAVID R., (1974), *Professor of Physical Education*; B.S., Slippery Rock State College; M.A., University of Iowa; Ph.D., Ohio State University.
- BOLYARD, GARY, (1984), *Assistant Professor of Technology*; B.A., Fairmont State College; M.A., West Virginia University.
- BOWERS, ROBERT L., (1981), *Chairman and Professor of Commerce*; B.M.E., Virginia Commonwealth University; M.A., Ed.D., University of Kentucky.
- BOYLE, DIANA L., (1977), *Associate Professor of Nursing*; B.S.N., M.S.N., West Virginia University.
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Emergency Medical Services Program — Affiliate Personnel

Braxton County Memorial Hospital Gassaway, WV

Rita Morris, R.N., Director of Nursing
Lauren Lynch, MICP, Clinical Preceptor
Davis Memorial Hospital

Elkins WV

Diane Patello, R.N., Director of Nursing
Brenda K. Dailey, R.N., Clinical Preceptor
Yace Hoon Chung, M.D., Department of
Anesthesiology

Fairmont General Hospital Fairmont, WV

Patricia A. Waller, R.N., Head Nurse,
Emergency Department

Grafton City Hospital

Grafton, WV

Donna Behan, R.N., Director of Nursing
V. Ann Rogers, R.N., Nurse Manager,
Emergency Department

Monongalia General Hospital

Morgantown, WV

Judith Tiano, R.N., Director of Nursing
Betty Goodwin, R.N., Shift Supervisor
Susan Bauknecht, R.N., Nurse Manager,
Special Care Unit

Marshall D. Harding, MICP, Respiratory
Therapy

Preston Memorial Hospital

Kingwood, WV

Melissa Conrad, R.N., Director of Nursing
Elizabeth Farris, R.N., Head Nurse
Manager, Emergency Department

Saint Joseph's Hospital

Buckhannon, WV

Mary Roberts, R.N., Director of Nursing
Marsha Green, R.N., Head Nurse,
Emergency Department
Bonnie Smith, R.N., Head Nurse, Special
Care Unit

Stonewall Jackson Memorial Hospital Weston, WV

Lynn Hubbard, R.N., Director of Nursing
Margie Ruppert, R.N., Head Nurse,
Emergency Department

Daniel Tippet, D.O., Anesthesiology
Danny Van Leeuwen, R.N., Head Nurse,
Intensive Care Unit

United Hospital Center, Inc.

Clarksburg, WV

Harry Swiger, R.N., Head Nurse,
Emergency Department

Jayna Andrew, NREMT-P, Clinical
Preceptor

Lydia McDaniel, C.R.R.T., Director of
Respiratory Care

Winifred Parsons, R.N., Head Nurse,
Intensive Care Unit

Kathy Legg, R.N., Head Nurse, Pediatric
Care Unit

Cathy Sommers, R.N., Head Nurse,
Labor and Delivery

James D. Weinstein, M.D., Neurosurgery

Weston State Hospital

Weston, WV

Calvin Sumner, M.D., Clinical Director
Faye Mullooley, R.N., Assistant Director
of Nursing

West Virginia University Hospitals, Inc.

Morgantown, WV

Ruby Memorial Hospital

Joan Propst, R.N., Director of Nursing
Education

Joy Dawn Baker, R.N., Nursing Director
for Operating Room

Chris Chafin, NREMT-P, Clinical
Preceptor

Robert Heflin, M.D., Anesthesiology



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REQUEST FOR MATERIALS

**Admissions Office
Fairmont State College
Fairmont, WV 26554**

Name _____ Soc. Sec. No. _____
First Middle Last

Address _____
Street/P.O. Box No. City

State Zip Telephone No.

High School/College Name _____ Address _____

Year & semester you wish to enter FSC _____

I will be entering as a New Student ☐ Transfer Student ☐
Returning Student ☐ Non-Degree Student ☐

Field of interest or study _____

Please send information concerning Admission ☐ Housing ☐
Financial Aid ☐ Other _____

(Mail to the above address)

REQUEST FOR MATERIALS

**Admissions Office
Fairmont State College
Fairmont, WV 26554**

Name _____ Soc. Sec. No. _____
First Middle Last

Address _____
Street/P.O. Box No. City

State Zip Telephone No.

High School/College Name _____ Address _____

Year & semester you wish to enter FSC _____

I will be entering as a New Student ☐ Transfer Student ☐
 Returning Student ☐ Non-Degree Student ☐

Field of interest or study _____

Please send information
concerning Admission ☐ Housing ☐
 Financial Aid ☐ Other _____

(Mail to the above address)

Correspondence Directory

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678

Correspondence should be addressed as
indicated below:

Admissions

For Admissions, catalog
requests, academic credit,
and fee informationRegistrar and Director of Admissions

Administrative and General

College PolicyPresident

Curricula, Faculty, Instruction,
Summer SessionsVice President for Academic Affairs

College FeesVice President for Administration and Finance

Community College and
Continuing EducationVice President for Community College

Coordinator for HandicappedStudent Affairs

Coordinator for Minority AffairsStudent Affairs

Guidance and CounselingStudent Affairs

HousingStudent Affairs

Publicity, Alumni ActivitiesCoordinator of Public Relations

Scholarships, Loan Information, and
Student EmploymentStudent Affairs

Section 504
and Title IX CoordinatorAssistant to the President

VISITORS

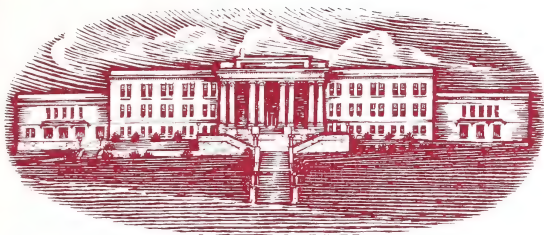
Visitors are always welcome at Fairmont State College. An informal tour of the campus may be arranged for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in Hardway Hall.





FAIRMONT
STATE COLLEGE

FAIRMONT, WEST VIRGINIA 26554 304/367/4000



FAIRMONT

STATE COLLEGE

CATALOG SUPPLEMENT
1990 — 1992

**1990-92
Catalog Supplement**

Fairmont State College

Fall 1991



CORRESPONDENCE DIRECTORY

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678

Correspondence should be addressed as indicated below:

Admissions	Registrar and Director of Admissions
Administrative and General College Policy	President
Curricula, Faculty, Instruction, Summer Sessions	Vice President for Academic Affairs
College Fees	Vice President for Administration and Finance
Community College and Continuing Education	Vice President for Community College
Coordinator for Handicapped	Student Affairs
Coordinator for International Students	Student Affairs
Coordinator for Multicultural Affairs	Student Affairs
Guidance and Counseling	Student Affairs
Housing	Student Affairs
Publicity, Alumni Activities	Coordinator of Public Relations
Scholarships, Loan Informa- tion and Student Employment	Student Affairs
Section 504 and Title IX Coordinator	Assistant to the President
Student Services	Vice President for Student Affairs

CATALOG SUPPLEMENT

The following revisions, additions, and deletions should be considered as an integral part of the 1990-92 Catalog.

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who notify the College in advance of their visits. Information may be obtained at the Office of Students Affairs in the Hardway Building.

POLICY ON EQUAL OPPORTUNITY

Fairmont State College is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, handicap, or sexual orientation, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant to the President, who is the Section 504 and Title IX Coordinator, Room 224, Hardway Building, telephone 304-367-4247.

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TUITION AND FEES

The following reflects changes made in tuition and fees.

Enrollment Fees Per Semester

On Campus	WV Resident	Non- Resident
12 hours (or more, full-time students)	\$712.00	\$1,727.00
11 hours	659.00	1,583.00
10 hours	612.00	1,452.00
9 hours	565.00	1,321.00
8 hours	518.00	1,190.00
7 hours	471.00	1,059.00
6 hours	308.00	812.00
5 hours	261.00	681.00
4 hours	214.00	550.00
3 hours	167.00	419.00
2 hours	120.00	288.00
1 hour	75.00	157.00

All freshmen must pay a \$15.00 Freshman Orientation Fee - August term only.

All new students - freshmen or transfers - must pay a \$4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for seven hours or more. Late Registration Fee is \$15.00.

Fee Identification	WV Resident	Non- Resident
Tuition	\$125.00	\$400.00
Faculty Improvement Fee	35.00	100.00
Special Registration Fee	50.00	250.00
Higher Ed. Resources Fund	330.00	775.00
Athletics Fee	51.00	51.00
Student Union Fee	26.00	26.00
Student Activity Fee*	40.00	40.00
Special Operating Fee	30.00	60.00
Safety Fee	15.00	15.00
Health Fee	<u>10.00</u>	<u>10.00</u>
Total	\$712.00	\$1,727.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities.

Off Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	WV Resident	Non- Resident
12 hours (or more, full-time students)	\$618.00	\$1,633.00
11 hours	561.00	1,485.00
10 hours	510.00	1,350.00
9 hours	459.00	1,215.00
8 hours	408.00	1,080.00
7 hours	357.00	945.00
6 hours	306.00	810.00
5 hours	255.00	675.00
4 hours	204.00	540.00
3 hours	153.00	405.00
2 hours	102.00	270.00
1 hour	51.00	135.00

Residence Hall Expenses Per Semester

Rent:	
Morrow, Prichard, and Pence Halls	\$600.00

Food Service:

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall	\$760.00
--	----------

Board (20 meal plan) one-half semester- Off-campus residents only	\$380.00
--	----------

Breakage Fee	\$100.00
--------------	----------

**Cost of Each Summer Session
On-Campus**

	WV Resident	Non- Resident
12 hours (or more, full-time students)	\$619.00	\$1,634.00
11 hours	566.00	1,490.00
10 hours	519.00	1,359.00
9 hours	472.00	1,228.00
8 hours	425.00	1,097.00
7 hours	378.00	966.00
6 hours	318.00	822.00
5 hours	271.00	691.00
4 hours	224.00	560.00
3 hours	177.00	429.00
2 hours	130.00	298.00
1 hour	83.00	167.00

Off-Campus

	WV Resident	Non- Resident
12 hours (or more, full-time students)	\$618.00	\$1,633.00
11 hours	561.00	1,485.00
10 hours	510.00	1,350.00
9 hours	459.00	1,215.00
8 hours	408.00	1,080.00
7 hours	357.00	945.00
6 hours	306.00	810.00
5 hours	255.00	675.00
4 hours	204.00	540.00
3 hours	153.00	405.00
2 hours	102.00	270.00
1 hour	51.00	135.00

Late Registration Fee	\$15.00
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Residence Hall Expenses Per Semester

Dormitory Room (double)	\$140.00
Dormitory Room (single)	150.00
Dining Hall	175.00
Breakage Fee	20.00

DISCONTINUED ACADEMIC PROGRAMS

The following degree programs have been discontinued pending approval by the Board of Directors of the State College System of West Virginia.

Certificate Program in Emergency Medical Services
B.S. in Occupational Health
B.A./B.S. in Interdisciplinary Studies
B.A. in Chemistry
B.A. in Mathematics

FINANCIAL AID

Page 32, Section IX, of the Catalog should read:

At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements, (s)he will receive a letter informing him/her that financial aid is being terminated. Eligibility for financial aid shall resume following the semester in which a student does meet all satisfactory progress requirements.

DEAN'S LIST

Beginning with the 1991-92 fall semester, the grade point average required for the Dean's List is 3.4 or better.

GRADUATION WITH HONORS

Beginning with the 1993 spring graduation, the cumulative grade point average for graduation with honors will be increased as follows:

Summa Cum Laude	3.85 or better
Magna Cum Laude	3.7 to 3.84
Cum Laude	3.4 to 3.69

Candidates for graduation with an associate degree who maintain a grade point average of 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

POLICY ON TRANSFER STUDENTS

The revised transfer policy replaces the policy on page 14 of the Catalog.

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, must have maintained a 2.0 or better average on all college work previously attempted, and must have official college transcripts on file two weeks prior to the beginning of class.

An applicant who has failed to maintain a 2.0 or better average on all college work previously attempted may be admitted as a transfer student if (1) the applicant has not been enrolled in any college or university during one full calendar year immediately preceding the application for admission, and (2) all admission requirements of Fairmont State College are met.

Credits and grades earned at any public institution governed by the West Virginia Board of Directors shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours or transferring from a community college must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

FRESHMAN ASSESSMENT AND PLACEMENT

As a result of the Freshman Assessment and Placement Standards adopted by the Board of Directors for the State College System, the following requirements must be satisfied before enrolling in college Mathematics and English courses.

English

Beginning with the fall 1991 semester, students may not enroll at any two-year or four-year institution in the State College System in an English composition course which is designed to be applied toward a baccalaureate degree, an A.A. degree, or an A.S. degree at a four-year college or university or an A.A. or A.S. degree at a community college unless the minimum score prescribed below is earned on at least one of the following tests:

- a. A score of 17 or above on the English section of the Enhanced ACT.
- b. A score of 330 or above on the verbal portion of the SAT.
- c. A score of 37 or above on the writing skills test of the ASSET.

2. In addition to achieving an acceptable score on one of the tests described above, students must also perform at an acceptable level on a writing sample developed by each institution in the State College System and evaluated by the institution prior to the beginning of the semester or during the first two weeks of the semester.

3. Students not meeting the standards described in (1) and (2) above must successfully complete a program or programs in developmental (pre-college level) English composition in order to be placed in English composition courses which count toward a baccalaureate degree, an A.A. degree, or an A.S. degree.

4. Any institution in the State College System may elect to set higher placement scores than the minimum scores described above.

Mathematics

Beginning with the fall 1991 semester, students may not enroll at any two-year or four-year institution in the State College System in a Mathematics course which is designed to be applied toward a baccalaureate degree, an A.A. degree, or an A.S. degree at a four-year college or university or an A.A. or A.S. degree at a community college unless the minimum score prescribed below is earned on at least one of the following tests:

- a. A score of 18 or above on the Mathematics section of the American College Testing Program's Enhanced ACT Assessment Test (Enhanced ACT). The minimum score will be increased to 19 or above beginning with the fall 1992 semester.
 - b. A score of 380 or above on the quantitative portion of the College Board's Scholastic Aptitude Test (SAT). The minimum score will be increased to 390 or above beginning with the fall 1992 semester.
 - c. A score of 38 or above on the numerical test and 31 or above on the elementary algebra test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET). The minimum scores will be increased to 39 or above on the numerical test and 32 or above on the elementary algebra test beginning with the fall 1992 semester.
2. Students not meeting this standard must successfully complete a program or programs in developmental (pre-college level) mathematics in order to be placed in mathematics courses which count toward a baccalaureate degree, an A.A. degree, or an A.S. degree.
 3. Any institution in the State College System may elect to set higher placement scores than the minimum scores described above.

DIVISION OF COMMERCE

Revised Course Numbers

<u>Current Number</u>		<u>Revised Number</u>
O Adm. 340	Principles of Word Processing	O Adm. 231
O Adm. 341	Word Processing Applications	O Adm. 232
O Adm. 342	Electronics Records Mgmt.	O Adm. 233
O Adm. 343	Word Processing Transcription	O Adm. 234
O Adm. 344	Word Processing Management	O Adm. 235
O Adm. 345	Word Processing Practicum	O Adm. 236
O Adm. 346	Word Processing Dir. Office Exp.	O Adm. 237
O Adm. 360	General Office Procedures	O Adm. 240
O Adm. 361	Specialized Office Procedures	O Adm. 241
O Adm. 362	Directed Office Experience	O Adm. 242
Mkt. 304	Marketing	Mkt. 204
Mgmt. 309	Principles of Management	Mgmt. 209
Mgmt. 314	Office Management	Mgmt. 214
Bus. 306	Business Law I	Bus. 206
Bus. 307	Business Law II	Bus. 207
Bus. 360	Real Estate Principles	Bus. 260
Bus. 361	Real Estate Law	Bus. 261
Bus. 362	Real Estate Appraisal	Bus. 262
Bus. 370	Principles of Insurance	Bus. 270
Bus. 371	Property & Casualty Insurance	Bus. 271
Bus. 372	Life Insurance	Bus. 272
Bus. 373	Casualty Claim Practice	Bus. 273
Bus. 386	Real Estate Finance	Bus. 286

New Courses

Bus. 420	Business and Society	three hours
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A course designed to develop in the student an appreciation of the societal and ethical issues facing businesses and managers today and to examine the influence these issues have on management decisions. PR: Econ. 202, Bus. 207, Jr. standing, or permission of the instructor. Students must be enrolled in a B.S. in Business Administration major.

CS 106	Microcomputer DOS Usage	three hours
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This course provides students with an understanding of a DOS for a personal computer. Topics covered include both basic and intermediate DOS commands, subdirectories, redirection of I/O and batch files. Use of utility programs is also discussed. Flexibility and an understanding of concepts are emphasized. No prior knowledge of DOS is assumed.

Deleted Course

CS 103	FORTRAN Programming II
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Prerequisite Change

CS 300	Computer Graphics PR: CS 208.
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Credit Hour Change

CS 410	Data Base Management	three hours change to four hours
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Revised Program

B.S. in Computer Science

Current program requirements:

O Adm. 101	Beginning Typewriting	two hours
CS 308	Compiler Construction	four hours
CS 410	Data Base Management	four hours

Revised program requirements:

O Adm. 100 or O Adm. 101	Microcomputer Keyboarding Beginning Typewriting	two hours two hours
CS 308 or CS 410	Compiler Construction Data Base Management	four hours four hours

Page 64 of the Catalog under NOTES should read:

c) The keyboarding/typing requirement will be waived for students having a full year of typing or keyboarding on their high school transcript.

Catalog Error

The Retail Management and Word Processing programs are Associate of Applied Science degrees (A.A.S.), not Associate in Science (A.S.) degrees as indicated on page 170 and 172 respectively in the 1990-92 Catalog.

DIVISION OF EDUCATION AND HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY

(The following changes will be implemented in the 1992 spring semester.)

Revised Programs

B.A. in Education, Early/Middle Education

Delete Courses

Ed. 250	Foundations of Education	three hours
Ed. 402	Mathematics in Elem. School	two hours
Ed. 403	Language Arts in Elem. School	two hours
Ed. 404	Social Studies in Elem. School	two hours
Ed. 405	Corrective Reading	two hours

New Courses

Ed. 305	Human Exceptionality & Cultural Diversity	three hours
Ed. 306	Instructional Technology	three hours
Ed. 310	Language Arts/Social Studies Methods	two hours
Ed. 400	Classroom Organization & Practicum (K-4)	two hours
Ed. 401	Classroom Organization & Practicum (5-8)	two hours

B.A. in Education, Middle Adolescent and K-12

Delete Courses

Ed. 250	Foundations of Education	three hours
Ed. 430	Reading in the Content Area	two hours

New Courses

Ed. 304	Developmental Reading	three hours
Ed. 305	Human Exceptionality & Cultural Diversity	three hours
Ed. 306	Instructional Technology	three hours

Credit Hour Change

Ed. 300	The Reading Process	two hours change to three hours
Ed. 304	Developmental Reading	two hours change to three hours
Ed 420	Student Teaching Experience (Elementary)	six hours change to eight hours
Ed. 421	Student Teaching Experience (Grades K-12)	three hours change to four hours
Ed. 422	Student Teaching Experience (Grades K-12)	three hours change to four hours
Ed. 450	Student Teaching Experience (Secondary)	six hours change to eight hours
Ed. 470	Student Teaching Experience in Mental Retardation	three hours change to four hours
Ed. 471	Student Teaching in SLD	three hours change to four hours
Ed. 472	Student Teaching in Gifted	three hours change to four hours
Ed. 473	Student Teaching in Behavior Disorders	three hours change to four hours

All special methods courses (431) offered by the respective academic areas will increase from two to three hours.

Revised Course Number

<u>Current Number</u>		<u>Revised Number</u>
Ed. 424	Educational Technology	Ed. 306

Revised Course Title

Ed. 306	Educational Technology	three hours
to	Instructional Technology	
Ed. 433	Instruction in the Secondary School	three hours
to	Planning, Instruction, Management	

New Courses (Tentative Course Descriptions)

Ed. 305	Human Exceptionality & Cultural Diversity	three hours
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Designed to prepare the pre-service teacher or to effectively teach the range of students found in the public schools. It provides information about the spectrum of students: those considered handicapped, gifted, culturally diverse, and students at risk for school failure. It also presents strategies for adapting instruction to meet the learning needs of the mainstreamed classroom.

Ed. 310	Language Arts/Social Studies in Elementary School	two hours
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A methods course in which prospective K-8 teachers translate the content and skills of language arts and social studies to the developmental levels, prior experiences, intellectual, emotional and social needs, and learning styles of students. Activities will focus on the acquisition of knowledge, skills, and attitudes through practice in selecting appropriate content, goals, and strategies for K-8 students and designing effective teaching and evaluation procedures.

Ed. 400	Classroom Organization and Practices, K-4	two hours
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A culminating methods course in which prospective K-8 teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas: 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning.

A culminating methods course in which prospective K-8 teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas: 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning.

DIVISION OF FINE ARTS

Delete Course

SPCH 233	Interpersonal and Small Group Communications	three hours
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Revised Program

Programs requiring SPCH 233 will substitute SPCH231 or SPCH 235 depending upon the needs of the student.

B.A in Education - Oral Communications, Single Teaching Field, Grades 5-12

Add

Theatre 350	Children's Drama	three hours
Theatre 354	Creative Drama Practicum	one hour

Total hours increased from 34 to 38.

New Courses

SPCH 231	Small Group Communication	three hours
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A study of communication in a small group context with emphasis on the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence and the small group in organizations are among the topics studied. Fall Semester.

SPCH 235	Interpersonal Communication	three hours
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A study of communication in dyadic settings with an emphasis on increasing awareness and understanding of the theories, concepts and principles related to human interaction. Focus is placed on improving skills in interpersonal communication. Spring Semester. PR: SPCH 100.

DIVISION OF LANGUAGE AND LITERATURE

Catalog Error - page 96

Minor in Business and Technical Writing

Add		
English 319	General Semantics	three hours

Revised Program

B.A. in Education, French Subject Specialization, Grades 5-8

Add		
French 292	Pro-Seminar, First Option France in Perspective	three hours

French 312	French Composition and Conversation II	three hours
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Total hours increased from 20 to 26.

Revised Course Description

LS 101	How to Use a Library	one hour
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An introductory course designed to develop a knowledge of library services and resources, competence in using research tools (print and computer), and skill in basic search strategies. Emphasis is on the Fairmont State College Library. A self-paced, arranged course useful to all students.

LS 200	Reference and Bibliography	three hours
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An introduction to basic reference sources, including their analysis, use, evaluation, and selection. Covers both printed and computer-based sources of information. Emphasizes practical reference skills. First semester only.

LS 210	Library Materials for Adolescents	three hours
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A study of the philosophy and principles used in selecting materials and in designing library-media programs for young people. A wide variety of material is studied with an emphasis on collection development for young adults. Second semester only.

LS 302 Cataloging and Classification three hours

A hands-on cataloging course which includes descriptive cataloging, subject analysis and the creation of call numbers. Basic catalog management techniques are covered as well as technical processing skills. Second semester only.

LS 304 Organization and Administration three hours

A study of the philosophies, objectives and methodologies involved in the operation of libraries. Emphasizes policies, guidelines and standards, budget, staff, equipment and facilities, public relations, reports and statistics. PR: LS 200, 210, 302. First semester only.

LS 305 Library in the Educational Process three hours

A study of the role of the library in the total school program. Focuses on the implementation of the school's goals through instruction, consultation, and curriculum support activities. Emphasizes a resource-based approach to learning. PR: LS 200, 210, 302. First semester only.

LS 400 Library Practice three hours

A minimum of 100 hours of practical experience in a library. For an A.B. in Education must be taken concurrently with Education 420 or Education 450. PR: LS 200, 210, 302, 304, 305, Eng. 207, Ed. 306.

DIVISION OF SCIENCE, MATHEMATICS AND HEALTH CAREERS

Revised Course Description

Biology 380 Introduction to Genetics four hours

Introduction to molecular, population and human genetics: the principles of heredity, chemical nature, structure and function of genetic materials. Three hours lecture and one two-hour laboratory exercise per week. PR: Biology 219, 230, and 310.

MLT 208 Clinical Mycology and Parasitology one hour

Lecture and slide study of mycological and parasitological species. Students will have lectures of concise, systematic introduction to the biology and epidemiology of human parasitic and mycological diseases. PR: MLT 101 and 102. Spring Semester.

Credit Hour Change

**MLT 208 Clinical Mycology and Parasitology one hour
change to two hours**

As a result of increasing the number of credit hours from one hour to two hours for this course, the total number of credit hours for the MLT program is increased from 74 to 75 credit hours.

Revised Program

**B.A. in Education, Mathematics Comprehensive Teaching
Specialization, Grades 5-12**

Delete CS 120, Educational Computing, from the program and replace it with a three hour CS elective to be chosen with the adviser.

Prerequisite Changes

Math 112 Intermediate Mathematics I
PR: a) Math 111 and either one unit of high school geometry or Developmental Skills 106, Elementary Plane Geometry and Trigonometry **OR**

b) Two units of high school algebra, one unit of high school geometry, and an Enhanced ACT mathematics score of 20 or greater.

Math 115

Intermediate Math II

PR: a) Math 112 **OR**

b) two units of high school algebra, one unit of high school geometry, and one unit of high school mathematics having algebra and geometry as prerequisites, and an enhanced ACT mathematics score of at least 22 or greater.

Math 205

Fundamentals Concepts of Mathematics

PR: a) One unit of high school algebra and a score of 18 or higher on the Enhanced Math ACT subtest
OR

b) Developmental Skills 105, Elementary Algebra.

Math 101

Applied Technical Mathematics I

PR: One unit of high school algebra and a score of 18 or higher on the Enhanced Math ACT subtest or Developmental Skills 105 and one unit of high school geometry or Developmental Skills 106.

Chemistry 101

General Chemistry

PR: One year of high school algebra and an Enhanced ACT Math score of 18 or Developmental Skills 105.

Chemistry 105

Chemical Principles

One year of high school chemistry and one year of high school algebra and an Enhanced ACT Math score of 20 or one year of high school chemistry and Developmental Skills 105 or Math 111.

Revised Program

A.S. and B.S. in Nursing

Students who are licensed practical nurses and who have received credit for Nursing 101 by examination or articulation agreements are required to take Nursing 102 and 104.

Delete from the A.S. degree

HEC 110

Elementary Nutrition

two hours

Delete from the B.S. N. degree		
HEC 303	Nutrition	two hours
Add to both the A.S. and B.S.N. degrees		
FSM 220	Diet Therapy and Community Nutrition	three hours

New Courses

Nursing 104	Medical-Surgical Nursing for LPN's	four hours
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This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals to promote and attain health. Emphasis is placed on the life processes: protective function, development, sensorimotor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses. Clinical laboratory experiences will not be required. PR: Nursing 101 or credit, HEC 220, Biology 170, and AH 106. Biology 205 and Nursing 102 concurrently.

Nursing 102	Transition for Licensed Practical Nurses	two hours
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This course introduces the concepts and processes essential to nursing practice. A major focus is on nursing role and role transition from licensed practical nurse to registered nurse. Role theory, personal beliefs, and values are emphasized. PR: The student must be enrolled in the Associate Degree Nursing Program at Fairmont State College and be a Licensed Practical Nurse or a graduate of a practical nursing program.

DIVISION OF TECHNOLOGY AND HOME ECONOMICS

(The Avionics and Aviation Maintenance Technology A.A.S. degrees will be implemented in the 1992 fall semester.)

Revised Course Titles

CIV 320	Construction Planning, Estimating, and Contracts
to	Construction Estimating
CIV 260	Fluid Mechanics and Hydraulics
to	Hydraulics
CIV 350	Soils and Foundation Design
to	Foundation Design
CIV 310	Structural Design and Analysis I
to	Structural Analysis
CIV 440	Structural Design and Analysis II
to	Structural Design
CIV 460	Water and Waste Water Technology
to	Water and Waste Water Systems

Revised Course Numbers

<u>Current Number</u>		<u>Revised Number</u>
CIV 320	Construction Estimating	CIV 230
CIV 260	Hydraulics	CIV 305

Revised Programs

A.S. degree in Civil Engineering

Delete		
MAT 100	Materials and Processes	three hours
DRF 235	Technical Drafting	three hours

Add		
ELE 100	Circuit Analysis I	three hours
DRF 270	Computer Graphics	three hours

B.S. degree in Civil Engineering

Delete		
MAT 100	Materials and Processes	three hours
DRF 235	Technical Drafting	three hours
MFG 250	Personnel Problems and Labor Relations	three hours
SAF 201	Occupation Safety	three hours

Add		
DRF 270	Computer Graphics	three hours
MEC 320	Dynamics	three hours
CIV 340	Soil Mechanics	three hours
CIV 420	Cons. Management	three hours

A.S. degree in Manufacturing Engineering Technology

Delete		
TEC 302	Manufacturing II	three hours
MFG 299	Manufacturing Practicum	four hours

Add		
PSYCH 101	Intro. to Psychology I	three hours
PSYCH 240	Statistics	four hours

B.S. degree in Manufacturing Engineering Technology

Delete		
MFG 325	Computer Numerical Machine Control/Robotics	three hours
MFG 299	Manufacturing Practicum	four hours
MFG 415	Advanced Welding	three hours
	Social Science electives	three hours

Add		
PSYCH 101	Intro. to Psych. I	three hours
PSYCH 240	Statistics	three hours
TEC 203	Manufacturing I	three hours
	Tech. Elective	three hours

Technology Electives from the following:

MFG 299	Practicum	four hours
MFG 325	CNC/Robotics	three hours

MFG 415	Advanced Welding	three hours
TEC 300	Engineering Analysis II	three hours
MEC 320	Dynamics	three hours
TEC 199, 299 399, 499	Special Topics	one-three hours

Prerequisite Changes

MFG 290	Statistical Process Control PR: PSYCH 240
TEC 203	Manufacturing I PR: DRF 100 and either WOD 100 (Technology Education majors) or MFG 210 (Manufacturing Engineering Technology majors)
TEC 302	Manufacturing II PR: TEC 203
TEC 290	Engineering Analysis I PR: Sophomore standing. Math 101 and 102 with a final grade of "C" or better in each course and at least nine credits of technology courses.
TEC 300	Engineering Analysis II PR: TEC 290 with a final grade of "C" or better.

New Courses

CIV 340	Soil Mechanics	three hours
Continuation of CIV 220, Construction Materials and Methods. Review of soil identification and soil testing procedures covered in CIV 220. Introduction to soil behavior and response including seepage, effective stress, shear strength, consolidation, and bearing capacity of soils. PR: MEC 200, CIV 220, 305.		
CIV 420	Construction Management	three hours
Introduction to construction management. Topics include construction planning and scheduling, economics, contracts, administration, health and safety, productivity, and performance. PR: CS 101, CIV 220, MFG 300.		

New Degree Programs

Aviation Maintenance Technology (A.A.S.)

Model Schedule

First Semester (Fall)

Math 101	Applied Technical Math I	3
CS 101	Applied Technical Programming	3
AP 101	Intro. to Aviation Maintenance	3
AP 102	Aircraft Basic Science	3
AP 103	Aviation Shop Practices	<u>2</u>
Total		15

Second Semester (Spring)

AP 104	Aircraft Electrical Systems	5
AP 105	Aircraft Utility Systems	2
AP 106	Aircraft Information Systems	3
AP 201	Reciprocating Engines & Systems	3
Soc. Sci.	Elective	<u>2</u>
Total		16

Third Semester (Summer I)

AP 202	Aircraft Sheet Metal Structures	3
ENGL 104	Written English	<u>3</u>
Total		6

(Summer II)

Math 102	Applied Technical Math II	3
AP 206	Aircraft Fluid Power & Landing Gear Systems	<u>3</u>
Total		6

Fourth Semester (Fall)

ENGL 109	Technical Report Writing	3
AP 203	Reciprocating Engine Maintenance & Return to Service	5
AP 204	Propeller Systems	3
AP 205	Turbine Engines and Systems	3
AP 211	Helicopter Fundamentals	1
Fine Arts	Elective	<u>2</u>
Total		17

Fifth Semester (Spring)

SPCH 100	Speech Communication	3
AP 207	Turbine Engine Maintenance & Inspection	3
AP 208	Cabin Atmosphere Control Systems	3
AP 209	Aircraft Flight Control Systems	3
AP 210	Non-Metallic Structures	2
Total		15

Avionics Maintenance Technology (A.S.)

Model Schedule

First Semester (Fall)

AV 100	Introduction to Aviation	3
ELE 100	Circuit Analysis I	3
ELE 200	Electronic Shop Practices	3
MATH 101	Applied Technical Math I	3
ENGL 104	Written English	2
Total		15

Second Semester (Spring)

ENGL 109	Technical Report Writing	3
MATH 102	Applied Technical Math II	3
CS 101	Applied Technical Programming	3
ELE 210	Circuit Analysis II	3
ELE 215	Basic Transistors	3
Fine Arts	Elective	2
Total		17

Third Semester (Summer I)

PHY 101	Introduction to Physics	4
(Summer II)		
AP 104	Aircraft Electrical Systems	5

Fourth Semester (Fall)

AV 204	Aircraft Navigation Systems	3
AV 208	Avionics Maintenance Practices	2
AV 209	Aircraft Radar	2
AV 210	FCC License Preparation	2
ELE 230	Digital Electronics	3
ELE 270	Microcomputers	3
Total		15

Fifth Semester (Spring)

ELE 250	AC/DC Machinery and Controls	3
AV 200	Electronics Flight Management Systems	3
AV 202	Instrument Landing Systems	3
AV 206	Aircraft Communications Systems	3
SPCH 100	Speech Communications	3
Soc. Sci.	Elective	3
Total		18

New Courses

Aviation

AP 101 Introduction to Aviation Maintenance three hours

A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements.

AP 102 Aircraft Basic Science three hours

A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements.

AP 103 Aviation Shop Practices three hours

A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements.

AP 104 Aircraft Electrical Systems **three hours**

This is an in depth study of electrical theory, systems, and components. Topics include basic electricity, airframe electrical systems and engine electrical systems. Meets FAR 147 requirements.

AP 105	Aircraft Utility Systems	three hours
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This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Meets FAR 147 requirements.

AP 106 Aircraft Information System three hours

This is a study of the communication, navigation, and instrument systems of the aircraft and engine. PR: AP 101, 102, 103, 104 or permission from the instructor. Meets FAR 147 requirements.

AP 201 Reciprocating Engines and System three hours

This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction, and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 202 Aircraft Sheet Metal Structures three hours

This course covers all aspects of sheet metal structures and aircraft welding. A strong emphasis is placed on the hands-on skills. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 203	Reciprocating Engine Maintenance and Return to Service	five hours
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This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AP 101, 102, 103, 201, or permission from the instructor. Meets FAR 147 requirements.

AP 204 Propeller Systems three hours

A detailed study of propellers, their components, operation and maintenance. PR: AP 101, AP 102, AP 103, AP 201 or permission

from the instructor. Must be taken concurrently with AP 203. Meets FAR 147 requirements.

AP 205 **Turbine Engines and Systems** **three hours**

A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 206	Aircraft Fluid Power and Landing Gear Systems	three hours
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A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes the study of airliner systems. PR: AP 101, 102, 103, 104, or permission from the instructor. Meets FAR 147 requirements.

AP 207	Turbine Engine Maintenance and Inspection	three hours
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This course emphasizes the hands-on maintenance, overhaul, repair, trouble-shooting, and inspection of turbine engines and their systems. PR: AP 101, 102, 103, 205, or permission from the instructor. Meets FAR 147 requirements.

AP 208 Cabin Atmosphere Control Systems three hours

This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AP 101, 102, 103, 104, or permission from the instructor. Meets FAR 147 requirements.

AP 209 Aircraft Flight Control Systems three hours

A detailed study of aircraft control surfaces to include operation, assembly and rigging. Airframe inspection procedures is also covered. PR: AP 101, 102, 103, 104, 105, or permission from the instructor. Meets FAR 147 requirements.

AP 210	Non Metallic Structures	three hours
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A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

A study of helicopter aerodynamics, assembly, rigging systems and components. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

Avionics

AV 100	Introduction to Aviation	three hours
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This course introduces the student to the federal regulatory systems and technical publications, aircraft nomenclature, theory of flight weight and balance, and materials used in aircraft maintenance.

AV 200	Electronic Flight Management Systems	three hours
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This course introduces the student to the principles of operation of various Flight Management Systems including: auto-pilot, automatic test equipment (BITE), EICAS, and on-board flight management computers.

AV 202	Instrument Landing Systems	three hours
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This course introduces the student to the theory of operation, troubleshooting and operational checks of instrument landing systems.

AV 204	Aircraft Navigation Systems	three hours
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This course focuses on flight navigation equipment used in modern aircraft. The course will introduce the student to the operating principles, components and troubleshooting procedures for navigation systems.

AV 206	Aircraft Communication Systems	three hours
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This course introduces the student to the theory of operation and "Black Box" level maintenance of airborne communications equipment including VHF/HF radios, antennas, interphones, P.A. systems and passenger entertainment systems.

AV 208	Avionics Maintenance Practices	two hours
--------	--------------------------------	-----------

This course introduces the Avionics student to the fundamentals of aircraft maintenance with the emphasis on developing manipulative skills.

AV 209

Aircraft Radar

two hours

This course introduces the student to the principles and troubleshooting of aircraft radar systems. Receiving transmitter and display screen circuits are covered.

AV 210

FCC License Preparation

two hours

This course prepares the student to successfully complete the Federal Communication Commission's General Radio-Telephone License

HOME ECONOMICS

Food Service Management A.A.S.

Revised Course Description

HEC 202	Meal Management	two hours
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The application of advanced techniques in food preparation. Particular emphasis is given to flour mixture and meat cookery. Menu planning and meal management, as they relate to time, energy, and money are also included in the course. Lecture two hours, laboratory two and one-half hours per week.

Credit Hour Change

HEC 202	Meal Management	two hours change to three hours
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Change Course Prefix

<u>Current Prefix</u>		<u>Revised Prefix</u>
HEC 110	Elementary Nutrition	FSM 110
HEC 219	Intro. Food Service Industry	FSM 219
HEC 220	Diet Therapy & Community Nutrition	FSM 220
HEC 221	Food Service Equipment	FSM 221
HEC 223	Quantity Foods	FSM 223
HEC 224	Food Service Practicum	FSM 224
HEC 227	Food & Beverage Merchandising	FSM 227
HEC 229	Food Management Seminar	FSM 229

Interior Design A.A.S.

Revised Program

Delete		
ID 351	Home Arts	three hours
FM 251	Fashion Design and Illustration	three hours
HEC 316	Household Equipment (from Elective Pool)	three hours
Add		
HEC 250	Design in Home Furnishings	three hours
HEC 316	Household Equipment	three hours

Revised Course Title

HEC 320	Home Planning and Furnishings	three hours
to	Housing in Society	
HEC 371	Problems in Interior Design	four hours
to	Interior Design II	

Credit Hour Change

HEC 316	Household Equipment	two hours
		change to three hours

Revised Course Description

HEC 320	Housing in Society	three hours
---------	--------------------	-------------

Designed to help individuals analyze social, physical, economic, and psychological needs which must be met through housing. Concepts covered will include effective use of space, housing as a global issue, effective use of resources, and environmental concerns.

HEC 316	Household Equipment	three hours
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The principles underlying the selection, use, care, safety, layout, and maintenance of equipment used in the home with emphasis on energy consumption, kitchen planning, family life cycle and style, storage and space utilization, environmental concerns, and career opportunities.

Change Course Prefix and/or Course Title

<u>Current Prefix</u>		<u>Revised Prefix</u>
HEC 140	Intro. to Interior Design	ID 140
HEC 275	Interior Design Practicum	ID 275
HEC 351	Home Arts	ID 151
HEC 371	Interior Design II	ID 240

New Course

HEC 250	Design in Home Furnishing	three hours
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The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments, and the appropriate selection of enrichment accessories. Course can be taken for two credits for Home Economics Specialization 5-8.

Revised Program

Home Economics B.S.

Delete HEC 251	Applied Design	two hours
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Add HEC 250	Design in Home Furnishing	three hours
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B.A. in Education, Comprehensive Vocational Home Economics

Delete HEC 430	Methods in Voc. Educ. & Adult Ed.	two hours
HEC 251	Applied Design	two hours

Add HEC 250	Design in Home Furnishings	three hours
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Child Care A.A.S.

Credit Hour Change

HEC 331	Adolescent Development	two hours change to three hours
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Revised Course Description

HEC 331	Adolescent Development	three hours
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The course examines theory and research relative to physical, emotional, and intellectual development, relationships with parents and peers, and growth in self-direction. Special attention is given to

identity, self-concept and personality, societal needs, adolescent pregnancy, sexually transmitted diseases, human sexuality, adolescents in school, occupational wants, family dynamics, and health issues. Course can be taken for two credits for Home Economics Specialization 5-8.

Change in Prefix and/or Course Number

<u>Current Prefix</u>		<u>Revised Prefix</u>
HEC 130	The Child and Community	CC 130
HEC 131	Programs for Early Childhood	CC 131
HEC 132	The Child and Community Practicum	CC 132
HEC 200	Child Care Practicum	CC 262
HEC 230	Theory and Practice in Work with Young Children	CC 230
HEC 232	Practicum with Young Children	CC 232
HEC 328	Cognitive, Affective Development of Children	CC 283

Fashion Merchandising

Change Course Prefix

<u>Current Prefix</u>		<u>Revised Prefix</u>
HEC 115	Introduction to Fashion Merchandising	FM 115
HEC 116	Fashion Illustration	FM 116
HEC 217	Fashion Retailing & Merchandising	FM 217
HEC 218	Fashion Merchand. Practicum	FM 218
HEC 251	Applied Design	FM 251

Revised Course Title

HEC 102 to	Advanced Clothing Construction Apparel Industries
FM 116 to	Fashion Illustration History of Contemporary Fashions
FM 251 to	Applied Design Fashion Design and Illustration

Credit Hour Change

HEC 102	Apparel Industries	two hours change to three hours
HEC 103	Clothing Selection	two hours change to three hours
FM 251	Fashion Design and Illustration	two hours change to three hours

Revised Course Description

HEC 102	Apparel Industries	three hours
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This course assists textiles and apparel students to better understand garment manufacturing and the decision-making involved in marketing, merchandising, and producing apparel.

HEC 103	Clothing Selection	three hours
---------	--------------------	-------------

A cross cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing. Course can be taken for two credits for Home Economics Specialization 5-8.

FM 116	History of Contemporary Fashions	three hours
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The study of historical costume from ancient times through modern costume to understand the impact of historical costume on contemporary design.

FM 251	Fashion Design and Illustration	three hours
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The study of the principles and elements of design and their application into the design of contemporary fashion. Creative fashion design, figure drawing, and rendering.

Summary of Changes in Fashion Merchandising

HEC 102 to	Advanced Clothing Construction Apparel Industries	two hours three hours
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HEC 103	Clothing Selection	two hours
	Clothing Selection	three hours
HEC 115	Introduction to Fashion Merchandising	three hours
to		
FM 115	Introduction to Fashion Merchandising	three hours
HEC 116	Fashion Illustration	three hours
to		
FM 116	History of Contemporary Fashions	three hours
HEC 217	Fashion Retailing & Merchandising	three hours
to		
FM 217	Fashion Retailing & Merchandising	three hours
HEC 218	Fashion Merchand. Practicum	four hours
to		
FM 218	Fashion Merchand. Practicum	four hours
HEC 251	Applied Design	two hours
to		
FM 251	Fashion Design and Illustration	three hours

EMERITUS FACULTY AND STAFF

Add the following faculty to the Emeritus Faculty and Staff on page 287 of the Catalog.

Joseph Retton, Jr., M.A.
Peter D. Zivkovic, M.A.

Faculty Emeritus
Professor Emeritus

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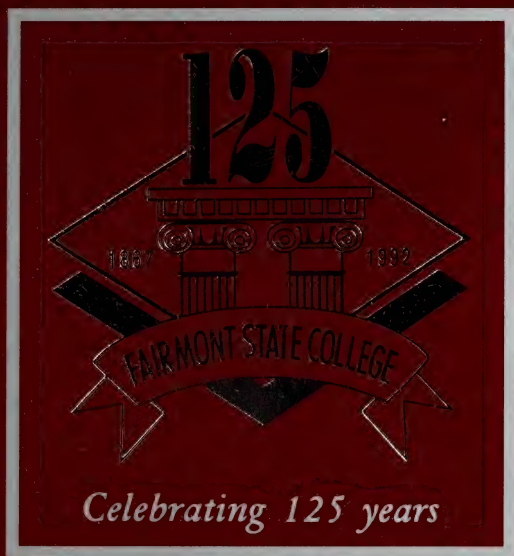
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1992-1994 Catalog

**Fairmont
State College Catalog**

**Volume 108
Number 1
1992-1994**

Catalog Policy

It is the responsibility of students to be familiar with official college policies and to meet all requirements in the Catalog. The Catalog should be studied and retained. It provides the best possible current information on practices and intentions of the College. While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar. Each student should keep informed of current degree, curriculum, and course requirements. The academic advisers and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

Policy on Equal Opportunity

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, handicap, or sexual orientation as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant to the President, who is the Section 504 and Title IX Coordinator, Room 224 Administration Building; telephone 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisers and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Student Affairs Office in writing.

The college may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

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1992-1994 Academic Calendar

1992

First Summer Term

May 26, Tuesday
 May 27, Wednesday
 May 29, Friday
 June 26, Friday

Registration Day May 24, Monday
 Classes Begin May 25, Tuesday
 Applications for Summer Graduation Due May 28, Friday
 Classes Not In Session May 31, Monday
 First Summer Session Ends June 25, Friday

1992

Second Summer Term

June 29, Monday
 June 30, Tuesday
 July 3, Friday
 July 31, Friday

Registration Day June 28, Monday
 Classes Begin June 29, Tuesday
 Holiday, Classes Not in Session July 5, Monday
 Second Summer Session Ends July 30, Friday

1992

Fall Semester

August 16, Sunday
 August 18-19, Tues.-Wed.
 August 18, Tuesday
 August 19, Wednesday
 August 20, Thursday
 September 7, Monday
 October 9, Friday
 October 9, Friday
 November 23-27, Monday-Friday
 November 30, Monday
 December 11, Friday
 December 14-18, Mon.-Fri.

Residence Halls Open August 15, Sunday
 Orientation August 17-18, Tuesday-Wednesday
 Evening Registration August 17, Tuesday
 Registration Day August 18, Wednesday
 Classes Begin August 19, Thursday
 Labor Day, No Classes September 6, Monday
 Mid Semester October 8, Friday
 Applications for December Graduation Due October 8, Friday
 Thanksgiving Recess November 22-26, Monday-Friday
 Classes Resume, 8 A.M. November 29, Monday
 Reading Day December 10, Friday
 Final Exams December 13-17, Monday-Friday

1993

Spring Semester

January 11, Monday
 January 11, Monday
 January 12, Tuesday
 January 13, Wednesday
 January 18, Monday
 March 5, Friday
 March 5, Friday
 March 8-12, Monday-Friday
 March 15, Monday
 April 9, Friday
 May 7, Friday
 May 10-14, Monday-Friday
 May 15, Saturday

Residence Halls Open January 10, Monday
 Evening Registration January 10, Monday
 Registration Day January 11, Tuesday
 Classes Begin January 12, Wednesday
 Martin Luther King Day, No Classes January 17, Monday
 Mid Semester March 4, Friday
 Applications for May Graduation Due March 4, Friday
 Spring Break, No Classes March 7-11, Monday-Friday
 Classes Resume, 8 A.M. March 14, Monday
 Good Friday, No Classes April 1, Friday
 Reading Day May 6, Friday
 Final Exams May 9-13, Monday-Friday
 Commencement May 14, Saturday

1993

First Summer Term

1993

Second Summer Term

1993

Fall Semester

1994

Spring Semester

Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges — largest in numbers of total full-time enrollment and largest in number of annual graduates. Headcount enrollment has increased by 67 percent in the last 15 years. One-third of the College's student body is nontraditional-students 25 years of age or older who have never attended college before or who have returned for additional courses after years of career experience.

The renovation and revitalization of Colebank Hall symbolizes the needs of a growing college, as well as the utilization of a historic facility. The modern computer center, which is located on the first floor of Colebank, has placed the College in the forefront of communications technology. Recent construction projects include the new Education, Home Economics, Health Careers building and the renovation of the main floor of the Administration Building and Jaynes Hall.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 80-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 20,000, is the county seat of Marion County.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the State College System Board of Directors, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants a one-year certificate and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law, pharmacy, architecture, engineering, and physical therapy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations — the North Central Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, and the West Virginia Board of Education.

Selected programs in the Division of Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET). The following programs are currently accredited by TAC of ABET: A.S. and B.S. Civil, A.A.S. Drafting/Design, A.S. and B.S. Electronics, and A.S. and B.S. Mechanical Engineering Technology.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community and Junior Colleges.



The Mission Statement of Fairmont State College

Fairmont State College, the largest of the state's four-year colleges, serves the counties of north central West Virginia. The college grants bachelor of arts, science, and education degrees, along with two-year associate degrees and one-year certificates.

Fairmont State College seeks to stimulate the cultural, intellectual, and economic development of north central West Virginia. The college is well aware, as the Carnegie Commission pointed out in 1985, that "knowledge must now be ranked, along with land, labor and capital, as a basic factor of production." Fairmont State College must offer strong regional leadership in identifying problems, planning solutions, and fostering regional progress. Its principal mission is to develop a creative, vigorous, optimistic attitude, combined with strong intellectual development, among the young people of the college's service area. Fairmont State College believes that only a knowledgeable citizenry can build, or fully benefit from, productive lives.

To fulfill its mission, the college concentrates its energies and resources on its students. Most of them are middle-class or working-class, often the first generation of their families to attend college. An increasing number are non-traditional students, adults returning to college or entering advanced education for the first time. Many are themselves parents. They rely on the college's wide range of programs and flexible schedules, without which their talents might remain undeveloped and be lost to the community. Generally, Fairmont State College's students lack the resources, and perhaps the inclination, to attend larger, less student-oriented schools. An aspect of Fairmont State College's mission, therefore, should be improved rates of retention and graduation so that those who are admitted may receive, whenever possible, the education they need for success in the modern world.

Since 1865 Fairmont State College has maintained an outstanding teacher education program. State educational objectives have changed over the years, and Fairmont State has led the way in effecting those changes. The college realizes that West Virginia can develop only through quality public schools. Clearly, the quality of our teachers is crucial for the progress of our region, both in economic competitiveness and in the quality of life for the citizenry. Excellent schools are the indispensable source of a new reputation for West Virginia, as having the cultural circumstances to attract and reward business investment. Teacher education is Fairmont State College's outstanding and most important strength. It is properly at the center of our institutional mission.

For a half century, Fairmont State has additionally served as a multi-purpose institution, granting bachelor's degrees in the arts and sciences, in business administration, and in engineering technology. Specialized career-oriented programs have been added, such as nursing and criminal justice. Some of these newer programs, especially business and technology, have attracted very large student enrollments.

However, Fairmont State College continues a strong endorsement of intellectual development and intellectual values. Knowing that the world requires more than technical and commercial abilities, Fairmont State College also calls on the humanities, the natural sciences, and the social sciences to inculcate the analytical and creative abilities, along with the cultural insights, that make well-rounded, civilized men and women. Students with special interests and abilities often begin their higher education at Fairmont State College and then continue to attend graduate or professional schools.

Responding to the call for career-technical training in its twelve-county region, Fairmont State, in 1974, incorporated in its mission a community college component. The community college awards associate degrees and certificates in business, social sciences, health careers, and engineering technology. Here the method of instruction can be as varied as the subject matter, for the community college uses unique media such as television satellites to teach in the home, at vocational centers, high schools, and correctional institutions. Developmental courses, continuing education classes, and community programs for business and industry have also become part of the services

provided through the community college. Community college courses frequently lead our students into associate and bachelor programs, and from there to numerous career opportunities.

All four-year degree students undertake an important body of non-specialized course work called the general studies program. The general studies program supports both the baccalaureate and associate programs by providing students with a core of courses to help them think, research, speak, and write clearly and effectively. At the same time, students learn about the interrelationships among the various disciplines. By incorporating general studies in every program, the college prepares its students for a lifetime of continued learning. College students must become inquisitive, articulate, responsible, and adaptable to a rapidly changing world.

The heart of Fairmont State College continues to be its people, those who conduct the academic, social, and administrative affairs of the school. Our faculty are knowledgeable and dedicated, committed to teaching and advising. They genuinely care that students learn. To assist them, the college supports a faculty development program, which helps the faculty keep current in their disciplines by providing opportunities for research, sabbaticals, conferences, workshops, and travel. Students, however, have more than academic needs. For that reason, Fairmont State provides a wholesome and stimulating campus environment in which they can develop. Freshman orientation, career guidance, professional advising, personal counseling, and college-sponsored activities enable our students to clarify personal goals.

Ours is a college identified with its community. Business, industrial, and government agencies turn to the college for technical assistance; local residents work with the students and faculty on cultural activities and performances; public schools and businesses cooperate with the college on projects of special interest. In turn, the college provides the educational programs that ensure the growth of the community.



Admission

General Admission Procedure

All students desiring admission to Fairmont State College, whether directly from high school or as transfer students from another college or university or from other classification, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

All credentials submitted in support of an application for admission becomes the property of the College and will not be returned to the student. The prospective student is responsible for submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. *Any student admitted without complete credentials will not be permitted to pre-register or register for the next term if the credential file is not completed during the initial enrollment period.*

Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local address of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete, including the address of a student's landlord.

Admission Requirements

The application for admission must specify the degree or program objective—four-year bachelor's degree; two-year associate degree; or one-year certificate program. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont State Community College Component for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the State College System Board of Directors who were born after January 1, 1957, except those exempted by the Board policy statement, shall be required to provide proof of immunity to measles and rubella. To facilitate the implementation of this policy, students shall be requested to provide proof of immunity on or before the date of enrollment. Students shall have proof of immunity by the following semester or they will not be permitted to enroll in classes.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs

Admission to four-year bachelor degree programs will be restricted to graduates of approved high schools who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 730 on the Scholastic Aptitude Test (SAT) and satisfy the following minimum high school unit requirements:

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Mathematics (Algebra I and higher)
2	Laboratory Science (from Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)
	Strongly Recommended Units
2	Foreign Language
	Elective Units
Remaining Units	It is recommended that the remaining elective units be chosen from such subjects as computer science, fine arts, humanities, and typing

Students in associate degree or certificate programs who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 730 on the Scholastic Aptitude Test (SAT) and have completed the minimum high school unit requirements listed above may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who have not completed the minimum high school unit requirements listed above, but are otherwise qualified for admission to bachelor degree programs, may transfer to a four-year program upon fulfilling the minimum high school unit requirements by successfully completing approved college equivalencies. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. The letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

The recommended "college equivalency" courses, to be completed with a grade of "C" or better, are:

Math Deficiency:	Math 111 or 205; or Tech 290
Science Deficiency:	Biology 101, 102 or 103, Chemistry 101, Geology 101, or Physics 101
English Deficiency:	English 104
Social Science Deficiency:	Any 3 hour course from the listing of History and Social Science General Studies Requirements

The above requirements will apply to all entering students, including GED, and transfer students with fewer than 30 hours.

Students in associate degree or certificate programs who do not meet the requirements of a high school grade point average of 2.25 or the Enhanced American College Test (ACT) composite score of 19 (or 730 on the Scholastic Aptitude Test (SAT) may

qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies, with a 2.0 college grade point average. Any deficiency in the minimum high school unit requirements listed above must be removed before applying for transfer. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. If applicable, the letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. The special or nonmatriculant student must be a high school graduate or a GED recipient. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and at that point meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of their junior year in high school or during their senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition they must meet the following criteria:

1. Have completed the junior year of the curriculum of their high school.
2. Have a B-plus, or better, average in high school subjects.
3. Have the recommendation of the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. GED results must be sent directly to the Director of Admissions from the testing center. GED students who desire admission to a bachelor's degree program must meet the 1990 minimum high school unit requirements.

International Students

In order to be admitted to Fairmont State College, a student must:

- a) application for admission form;
- b) achieve a minimum TOEFL (Test of English as a Foreign Language) score of 500;

- c) submit admission application forms, credentials, TOEFL scores, health certificate, and proof of financial support, at least three months before the semester begins.

The application deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission application forms and credentials include:

- a) application for admission form;
- b) housing and financial aid request form, if applicable;
- c) officially certified English translation of high school transcript;
- d) official college transcript, if applicable;
- e) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if available;
- f) health certificate;
- g) proof of financial support;
- h) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year.

If the ACT or SAT scores are not supplied, the ACT test must be taken upon arrival on campus. Applications will not be considered complete without TOEFL scores.

ESL (English as a Second Language) courses are available for international students with limited English proficiency. The program focuses on developing skills in written and spoken English. Courses offered include *Reading*, *Writing*, *Grammar* and *Speaking/Listening Comprehension*. The ESL Program also assists students in preparation for the TOEFL (Test of English as a Foreign Language).

Developmental Skills courses may be taken in conjunction with ESL classes. Graduation credit is not awarded for ESL or DS classes. A minimum score of 500 on TOEFL is required for admission into regular college courses.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, and must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the West Virginia Board of Directors shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours or transferring from a community college must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide undergraduate application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. High school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. College transcripts for transfer students
5. ACT or SAT scores
6. GED scores where applicable
7. A brief résumé of educational and work experience if the student has been out of high school for more than a year.

Special student admission requires only the special student application form.

Admission Policy for Limited Enrollment Programs (Division of Science and Mathematics/Health Careers)

Applications for admission to Nursing are accepted through December for the following school year; applications for admission to the Medical Laboratory Technology, Medical Record Technology, and Veterinary Technology programs are accepted through January for the following school year; applications received after that date will be considered only on a "space available basis." The application, high school transcript or GED scores, college transcript (if applicable) and other pertinent information should be on file by the deadline to assure complete consideration.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with the GED must still show adequate academic background and ACT or SAT scores.

Students who have not had a high school chemistry class are required to take a basic introductory class in college chemistry. This is not required for the MRT or V.T. program.

Check with the coordinators of the programs for other specific requirements.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST). While students are permitted to take courses as freshmen, formal admission to teacher education is not normally initiated until the sophomore year. Consequently, freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, Ed. 200. Students should plan to take complete test battery in their sophomore year or when enrolled in the second education class, Ed. 302. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next course in the sequence, Ed. 303, until such time as they achieve acceptable scores and are eligible for admission to teacher education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Students who have questions or need additional details should contact the Office of Teacher Education.

Continuing Education Units

Various activities of community interest are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

The American College Test

Fairmont State College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but *students pursuing a degree in teacher education are required to have a physical examination by their personal physician*. Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the Division of Education/Health, Physical Education, and Safety.

All Health Careers students must have a physical examination prior to entering any Health Careers program; forms should be submitted to Student Affairs. All Child Care students must have a physical examination prior to entering the program; forms should be submitted to the Home Economics Department.

Preregistration

All freshmen and transfer students, upon receipt of complete application and admission, may preregister during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours. No more than 64 semester hours may be accepted from junior or community colleges which are not regionally accredited.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they obtain written permission from their adviser and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may in the same semester be considered as enrolled in the class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend class as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the division head or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of \$3.00 for each special examination if regularly enrolled at the time of taking the examination; otherwise, the fee is \$2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Student Affairs.

Articulation Policy

Articulation between Fairmont State College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work.

Students should contact the Office of the Community College or their vocational-technical center for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English—Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than B and a standard score of 25 or higher on the English section of the Enhanced ACT or 470 on the English part of the SAT.

Foreign Language—Students who present one or more units of high school French or Spanish may enroll in French 102 or Spanish 102. Students who present two or more units of high school French or Spanish may enroll in French 201 or Spanish 201.

French or Spanish minor and French major—Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, or Spanish 101 and 102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a higher numbered courses from the sequence 116, 315, 316.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Evening Classes

Evening classes are offered for the benefit of all students. These classes are considered as work done in residence.

Television Courses

Each semester, courses by television are offered that will satisfy degree or elective requirements. Student attendance is required at a minimum of five Saturday classes for orientation, review, and mid-term and final exams.

Off-Campus Classes

Fairmont State College offers off-campus classes at Vocational Technical Centers and high schools throughout the 12 counties of RESA VII. Coordination between on-campus full-time faculty and adjunct faculty who teach off-campus courses assures the same standards of quality as those offered on campus. All off-campus classes are governed by policies and procedures in effect at Fairmont State College.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the Fine Arts Division office. College credit is not awarded for these courses.

Reduced Tuition Out-of-State Academic Programs Available To West Virginia Residents

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the State College System Board of Directors.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the non-resident fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of minors shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or State income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service,

entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the State.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the State College System Board of Directors in accord with such procedures as may be prescribed from time to time by the Board.

Payment of Tuition and Fees

The regulations of the West Virginia Board of Directors provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment day for each semester."

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of \$15 will be assessed after registration day; a \$10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Students records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

Enrollment Fees Per Semester

On Campus

	W. Va. Resident	Non- Resident
12 hours (or more, full-time students)	\$843.00	\$2,003.00
11 hours	786.00	1,842.00

10 hours	728.00	1,688.00
9 hours	670.00	1,534.00
8 hours	612.00	1,380.00
7 hours	554.00	1,226.00
6 hours	374.00	950.00
5 hours	316.00	796.00
4 hours	258.00	642.00
3 hours	200.00	488.00
2 hours	142.00	334.00
1 hour	84.00	180.00

All freshmen must pay a \$15.00 Freshman Orientation Fee-August term only. All new students—freshmen or transfers—must pay a \$4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for seven hours or more.

Fee Identification

	W. Va. Resident	Non- Resident
Tuition	\$125.00	\$400.00
Faculty Improvement Fee	45.00	130.00
Special Registration Fee	50.00	250.00
Higher Ed. Resources Fund	350.00	825.00
Athletics Fee	57.00	57.00
Student Union Fee	26.00	26.00
Student Activity Fee*	40.00	40.00
Safety Fee	15.00	15.00
Health Fee	10.00	10.00
Special Operating Fee	125.00	250.00
Total	843.00	2,003.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W. Va. Resident	Non- Resident
12 hours (or more full-time students)	\$743.00	\$1,903.00
11 hours	682.00	1,738.00
10 hours	620.00	1,580.00
9 hours	558.00	1,422.00
8 hours	496.00	1,264.00
7 hours	434.00	1,106.00
6 hours	372.00	948.00
5 hours	310.00	790.00
4 hours	248.00	632.00
3 hours	186.00	474.00
2 hours	124.00	316.00
1 hour	62.00	158.00

Cost of Each Summer Session

	W. Va. Resident	Non- Resident
12 hours or more	\$746.00	\$1,906.00
11 hours	689.00	1,745.00
10 hours	631.00	1,591.00
9 hours	573.00	1,437.00
8 hours	515.00	1,283.00
7 hours	457.00	1,129.00
6 hours	386.00	962.00
5 hours	328.00	808.00
4 hours	270.00	654.00
3 hours	212.00	500.00
2 hours	154.00	346.00
1 hour	96.00	192.00

Special Fees

Late Registration Fee: (One to five days)	\$15.00
Graduation Fee (Inc. cap and gown)	20.00
Freshman Orientation Fee	15.00
Transcript Fee (First Transcript is furnished free)	3.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Freshman Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. *Classes may not be added or changed at this time.*

Summer registration — Students will be permitted to preregister and pay in advance or to register and pay fees on registration day. *Classes may be dropped but not added or changed at this time.*

Semester

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Terms

Registration Day through the first three days of classes	90%
Fourth through sixth day of classes	70%
Seventh through ninth day of classes	50%
Beginning with tenth day of classes	No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, Prichard, and Pence Halls\$700.00 plus tax

Food Service:

All residents of Morrow, Prichard, and Pence
Halls are required to purchase a meal ticket
for use in the College Dining Hall\$820.00

Board (20 meal plan) one-half semester—
Off-campus Residents Only\$410.00

Summer School Room and Food Service:

*Food Service for five weeks\$175.00

*Room double occupancy for
five weeks\$140.00

*Room single occupancy for
five weeks\$150.00

*Food service available contingent upon number of residents.

Breakage Fee:

This fee, less charge for any damage,
is returned at the end of occupancy
period\$100.00

Key Deposit:

This is returned when the student vacates the residence
hall room and returns the key to the Residence Director\$2.00

Social Fee:

The fee is to be paid when a student moves into a residence
hall. It covers the cost of the local newspaper, TV Guide,
television cable, Christmas party, and various other expenses of the
hall\$5.00

All rates are subject to change without notice.

Payment of Room and Board

Regular term payment of room and board plus tax and \$100.00 breakage fee must be paid on or before registration day. Summer term payment of room and board plus tax and a breakage fee for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay a \$100.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of \$80.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten percent of available living space in any campus residence hall may be assigned to out-of-state students.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to worthy students who need assistance in meeting their college expenses. All funds are administered by the financial aid officer with approval of the Financial Aid Committee. Applications for financial aid should be sent to Student Affairs, Financial Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Grants Available

Pell Grant

This program provides monetary grants from the Federal Government for students who qualify as determined by submitting a Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis. Eligible applicants receive three copies of an award letter (SAR) directly from the Pell Grant program and must submit these copies to the Financial Aid Office before monies can be ordered.

Supplemental Educational Opportunity Grant (SEOG)

This program provides monetary grants from the Federal Government for those students who demonstrate the most financial need as determined by completion of the Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis. This grant, if accepted, must be matched with either federal work study (CWS) or a Perkins Loan.

West Virginia Higher Education Grant (WVHEG)

The West Virginia Board of Directors awards this grant. Criteria for awarding include cumulative grade point average (ACT scores for incoming freshmen) completion of 24 or more hours per academic year, and demonstrated need (submission of a FAF to the Board). In addition to the FAF, applicants must submit a WVHEG Application which is available through the high school counselor, awareness counselor or the College Financial Aid Officer.

Student Employment

College Work Study Program (CWSP)

Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the FAF. Students are assigned work on campus not to

exceed fifteen (15) hours per week while classes are in session. Forty hours per week may be scheduled during semester breaks. Work assignments are made by the student employment director in the Office of Student Affairs. At least half-time enrollment is required.

Regular Student Employment (RSE)

State funds are used for these positions and are limited. Applicants should contact the director of student employment in the Office of Student Affairs.

Loans Available

Fairmont State College Foundation Emergency Loan

This program provides a short-term loan against financial aid administered by the Financial Aid Office for the purpose of paying tuition, fees, and immediate living expenses, or the purchase of books and supplies. Loans must be repaid within 120 days or the end of the semester, whichever comes first. Interest is \$2 or 2 percent, whichever is greater. Regardless of age, the note must be co-signed by a parent or relative. NOTE: This is not a loan in the usual sense of the word. It is provided only for students whose financial aid for some reason has not reached the campus at the time tuition and other payments are required.

NOTE: Other conditions, regulations and policies of each of the above aids are available through the Financial Aid Office.

Parent Loan/Supplemental Loan

Parent Loans (PLUS) for dependent students and Supplemental Loans (SLS) for independent students are also available. Information is available in the Financial Aid office.

Perkins Loan (Formerly National Direct Student Loan)

Subject to the limitation of funds available, students may borrow up to \$2,250 a year for the first two years and \$4,500 a year for the third and fourth years. Funds are provided by the Federal Government (90 percent) and Fairmont State College (10 percent). Repayment with an interest rate of 5 percent begins nine (9) months after graduation or termination of schooling. Eligibility is determined by completion of an FAF. At least half-time enrollment is required.

Stafford Loan (Formerly Guaranteed Student Loan GSL)

This is an educational loan made by banks or State lending authorities if students are eligible as demonstrated by the Financial Aid Form. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Scholarships and Awards

C&P Telephone Scholarship

Applicants must be either a college junior or senior, a resident of West Virginia, have at least a 3.00 grade point average, major in commerce or technology and demonstrate leadership qualities in college activities.

FSC Alumni Scholarship

Applicants must be a son or daughter of an FSC alumnus, a college junior or senior, a full-time student, and have at least a 2.5 grade point average.

FSC Outstanding International Student Scholarship

Applicants must have outstanding intellectual ability and have a minimum TOEFL score of 550. Renewal is based upon maintaining at least a 3.00 grade point average and completing 30 credit hours by the end of each academic year.

Fairmont State College Honors Scholarship

This is a full tuition scholarship for incoming freshmen who are West Virginia residents and have an ACT composite of 26 and an overall GPA of 3.40. The scholarship is renewable for four years if the student maintains an overall GPA of 3.00.

Fairmont Undergraduate Scholarship (FUS)

This scholarship provides a partial tuition waiver and is awarded by each academic division or the financial aid office. Applicants must have at least a 3.00 grade point average and be a full-time student.

Fairmont Undergraduate Scholarship for Athletics

This scholarship provides a partial tuition waiver and is awarded by the Athletic Department based on athletic ability. Applicants must have at least a 2.00 grade point average and be a full-time student.

Fine Arts Gala Scholarship

The funds for these awards are generated by the annual Scholarship Benefit staged by the Division of Fine Arts, the proceeds of which are shared by the Departments of Art, Music and Speech Communication and Theatre. Each of the three departments awards Gala scholarships according to its own guidelines. Additional information can be obtained by calling the Division Office.

Mansfield M. and Alberta Ramage Neely Speech Communication Scholarship

Offered on an annual basis to students with outstanding potential in Speech Communication. Contest awards based on academic and performance skills of entry-level and upper class students.

Annual Freshman Speech Communication Scholarship Contest

A \$1,000 freshman scholarship award provided to the winner of an annual persuasive speaking contest. Award based on both quality of manuscript and effectiveness of speaker presentation.

First National Bank of Fairmont

Applicants must be a college junior, have a major in the Division of Commerce, have at least a 3.00 grade point average, and be a resident of either Marion, Harrison, or Monongahela County.

Foundation Academic Scholarship (FAS)

Recipients are selected on the basis of outstanding academic performances based upon ACT or SAT scores, and class rank.

Foundation Director's Scholarship

The Director's Scholarship, funded by the Board of Directors of the Foundation, assists incoming, full-time students with demonstrated financial need.

Foundation Scholarship for Outstanding Performance

This scholarship is awarded based upon a student's academic and/or leadership performance. It is renewable up to eight semesters.

Foundation Undergraduate Fellowship

Applicants for this award must be a freshman, a full-time student, have an exceptional academic record, and have financial need.

Wendell G. Hardway Scholarship

The Wendell G. Hardway Scholarship is awarded to a freshman student with outstanding academic credentials.

T.J. & Madge Herndon Pearse Memorial Scholarship

The recipient must be a college junior or senior elementary or science education major with at least a 3.00 grade point average.

Hunt-Arnold Scholarship

This scholarship is awarded to a minority student from Marion County.

Mary B. Jaynes Scholarship

This scholarship is awarded to a full-time student who has completed at least 90 semester hours of credit and is majoring in some four-year field of study offered by the Division of Commerce. The award is based on academic performance, financial need, extracurricular activities, and personal character.

Edward Kaprelian Memorial Scholarship

This scholarship is awarded to a full-time student with financial need and who has demonstrated a mature sense of ethics, honesty, and concern for human dignity.

Letterman's Scholarship

This award is based upon outstanding athletic performance.

Louis Schoolnic Scholarship

This is an annual award given by the Commerce Division to a junior student with a 3.0 or better grade point average who is majoring in a program offered by the Division. Further inquiries should be directed to the Division.

John C. Shaw Scholarship

West Virginia residents who demonstrate financial need and whose health, intelligence, character, and habits show promise of commendable careers are eligible for this scholarship.

Richard P. Wellock Award

The award is a music department scholarship which is presented by the FSC Student Chapter of Music Education National Conference. The possibility exists for additional scholarship awards in the Fine Arts Division. Screening or auditions for these awards are generally held in the spring semester. The division head should be contacted for additional information. Other scholarships are available. Information may be obtained from the Division of Fine Arts.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions office (new students only).
2. For first consideration for grants, scholarships and aid based on need, students must complete and submit a Fairmont State College Financial Aid Application to the Financial Aid Office by March 1. Applications must be renewed annually.
3. For first consideration of aid based on need, students must complete and submit Financial Aid Form (FAF) or other applications approved by the office of Education to the appropriate agency or agencies by March 1. The application must be resubmitted annually.

Satisfactory Academic Progress for Federal Financial Aid

Revised March 28, 1990

- I. Federal aids affected by the policies below include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Perkins Loan, Stafford Loan, Parent (PLUS) Loans, Supplemental Loans for Students (SLS), and the State Student Incentive Grant Program (West Virginia and other state grants).
- II. Students placed on academic probation are not eligible for financial aid. Financial aid may be restored when a student is no longer on academic probation, has completed 75% of overall hours attempted, and as monies are available.
- III. Students beyond the sophomore year must maintain an overall 2.0 grade point average.
- IV. All degree candidates shall have a maximum time frame to complete their degrees.
 - A. Full-time Students
 1. Bachelor Degree—Full time students enrolled in a Bachelor Degree program will have 6 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

2. Associate Degree—Full-time students enrolled in an Associate Degree program will have 3 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	24

3. One Year Certificate—Full-time students enrolled in one-year certificate programs will have 2 years to complete this degree. They must successfully complete a minimum number of hours each year.

YEAR	NO. OF HOURS
1	18
2	22

- B. Part-time—Students who attend on less than a full-time basis, but on at least a half-time basis, may apply to the Director of Financial Aid for an extension of their eligibility for one semester for each semester that they enroll for less than full-time. Maximum eligibility of 12 years (24 semesters) for the Bachelor Degree, 6 years (12 semesters) for the Associate Degree, and 3 years (6 semesters) for a certificate. Part-time students must successfully complete 75% of the hours they attempt.
- C. Students should be aware that a change from Certificate, Associate, and Bachelor degree programs to any of the other two programs, can increase or decrease the number of semesters of eligibility for financial aid.
- V. Summer school—Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters as monies are available. Hours attempted in the summer terms will be counted toward required progress as defined in IV.
- VI. Federal Financial Aid recipients must be enrolled in degree granting programs. Exception: Students who only receive a Guaranteed Student Loan or a PLUS loan do not have to enroll in a degree granting or certificate program, but they will be subject to the same maximum time frames as the *associate degree student*. The purpose is to discourage substantial indebtedness for those students without an educational objective or goal.
- VII. *FIRST TIME AID APPLICANTS, PLEASE NOTE:* Students who have been enrolled at Fairmont for 1 or more semesters before applying for and/or receiving federal financial aid must meet all satisfactory progress requirements before aid will be disbursed. The chart below will help such students to determine whether or not they are meeting the requirement.

A. *Bachelor Degree—Full-time*

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40
5	51
6	62
7	73
8	84
9	95
10	106
11	117

B. *Associate Degree—Full-time*

1	9
2	18
3	29
4	40
5	51

C. *One-Year Certificate—Full-time*

1	9
2	18
3	29
4	40

D. Part-time: Returning part-time students who have never had aid will need to have successfully completed 75% of the total hours they have attempted before they are eligible to receive aid. One-Year Certificate students who have already been enrolled for 4 semesters, Associate Degree students who have already been enrolled for 6 semesters, and Bachelor Degree students who have already been enrolled 12 semesters will need to apply for an extension as described in 1. B.

VIII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

IX. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that financial aid is being terminated. Eligibility for federal aid shall resume following the semester in which a student does meet all satisfactory progress requirements.

X. Mitigating Circumstances:

A. The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

B. If students have utilized their maximum number of semesters, but still have borrowing eligibility under the Guaranteed Student Loan Program, they may continue to borrow under that program by appealing to the Financial Aid Committee.

XI. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Academic Forgiveness and Financial Aid

For students returning and applying for academic forgiveness, please note that financial aid will not be available for that semester since a decision on forgiveness is not completed until the end of that semester (review Academic Forgiveness Policy).

Financial Aid Refund/Repayment Policy

Revised May, 1984

The College catalog states that a student who officially withdraws from the college may arrange for a tuition refund according to the following schedule:

Fall or Spring Semester:

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	0%

Summer Terms:

Registration Day through third day of classes	90%
Fourth through the sixth day of classes	70%
Seventh through the ninth day of classes	50%
Beginning with the tenth day of classes	0%

Since financial aid is expected to meet or help meet educational costs, any tuition and fee refund, up to the amount of financial aid received for that semester or summer session, shall be repaid to the financial aid program(s) from which the student received assistance.

The procedure of repayment is as follows:

- I. Amount of refund less outstanding debt to the College (emergency loan, room, board, etc.) shall equal the net refund.
- II. Calculation of repayment to Title IV programs (Perkins Loan, SEOG, PELL, and Stafford Loan shall be made in accordance with the formula published in the Federal Register, Wednesday, December 31, 1980, Section 668.21.

FORMULA:

$$\text{Net Refund} \times \frac{\text{Total Title IV Aid (less work earnings)}}{\text{Total Aid (less work earnings)}} = \text{Repayment}$$

- III. The Repayment shall be made to the following aid program(s) in an amount equal to each program's proportion of the student's total aid. Aid programs include Pell Grant, Perkins Loan, SEOG, Stafford Loan, State grant, and private grant or scholarship if conditions require repayment.



Veterans' Policies

The following policies and procedures will be observed by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. It is the responsibility of the Office of the Assistant to the Academic Vice-President to supply the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. A letter to each instructor will accompany the list of veterans requesting that the instructor notify the Veterans Coordinator immediately if any student on the list has absences in their class to the extent that the absences are interfering with satisfactory progress.
3. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There will be no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. A copy of the standards for satisfactory progress will be given to each veteran upon admission to Fairmont State College. Veterans will be informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

It is felt that developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, financial aid, residence life, counseling, student health services, handicapped services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides assistance in identifying the interests, values and abilities students want to incorporate into a career. This assistance is provided through career counseling, development seminars, and special programs and speakers. Students also have access to a computer-based career guidance and information system (SIGI PLUS), allowing them to gain information on a wide range of career opportunities. A library of occupational information materials, books, directories, and audio and video tapes is available for student use.

The placement service assists students and alumni in obtaining employment. Services available are career search seminars/classes, a reference room with employer and career search materials, credential file maintenance and transmittal, on-campus interviewing, individual and group placement counseling, and computerized job referral services. A part-time job referral service is available for all college students who desire employment off campus on a part-time basis while attending school.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with problems of college students. These services are available to all students in the belief that students often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by telephone or in person.

Residence Life

Fairmont State College maintains three residence halls which accommodate approximately 437 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with their spouse.

3. Applicants for room reservations must pay a \$100 deposit at the time of application; this fee will be credited to the applicants' room-rental account. Notice of cancellation must be received by Student Affairs by June 15 or the \$100 deposit is forfeited. A \$100 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. A \$50 breakage fee shall be deposited at the time of registration; this fee, less any damage, will be returned at the time of withdrawal from the residence hall.
4. All residence hall students and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
9. Room rental, and a meal ticket must be paid in full for a semester on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student's Rights and Responsibilities of Fairmont State College; Section: Rights to Privacy*.
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)

All entering freshmen are required to take this test. Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit by examination may take this test. Courses available for credit are limited. Tests are given the third week of each month with the exception of December and February. Applications and information are available in Student Affairs.

Graduate Record Examination (GRE)

This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the senior year.

National Evaluation Systems Content Specialization Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take this test and to achieve the minimum acceptable score for each teaching specialization to be named on the certificate. These students should take the examination during the final semester or term of their senior year.

Preprofessional Skills Test

Teacher education students must take this test battery prior to enrollment in Education 303. The test battery includes reading, mathematics, and writing. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for graduation and licensure as a teacher.

Handicapped Services

As required by Section 504 of the Rehabilitation Act of 1973, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for the Handicapped, who is located in Student Affairs, if these services are desired. The Assistant Vice President for Academic Affairs is notified of the required academic accommodations and apprises advisers, division heads, and instructors of this information each semester. Priority scheduling procedures have been established for students with handicaps. Students should contact their adviser for priority class preregistration.

Freshman Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic programs, various student activities, and student welfare in general. Throughout the orientation period, freshmen are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Further, a one-hour course, Human Services 100—College Orientation, is offered to entering freshmen. This course orients the student to college life through a thorough explanation of topics such as (1) the advising system, (2) the academic process and regulations, (3) the *College Catalog*, (4) preregistration and registration, (5) student services, (6) use of the library, (7) how to study, and (8) extracurricular activities.

Student Health Service Center

A physician and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., M-F, in the College clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician has regular campus office hours M-F, on a limited daily basis.

Learning Skills Center

The Center provides testing and instruction in developmental and accelerated skills. Developmental Skills courses are remedial and cannot be used for graduation credit; however, such credit is counted in determining full-time student status. Accelerated Skills courses in writing and reading are offered for credit. Students who wish to use the services of the Center may enroll in courses or arrange for tutorial assistance or arrange independent study by contacting the Coordinator of the Program. The Learning Skills Center Laboratory and offices are located on the second floor of Jaynes Hall.

Multicultural Affairs

Fairmont State College is dedicated to promoting Multiculturalism through the enhancement and enrichment of the quality of life for all by creating and maintaining an environment that promotes crosscultural understanding, and seeks to educate and support an environment which prepares individuals for participation in an increasingly diverse world, one in which academic freedom prevails cohesively with respect for and appreciation of differences and similarities of race, national origin, color, ethnicity, disabilities, religion, sexual orientation and gender.

Multicultural Affairs is part of an integral team composed of all components of Fairmont State College. The Multicultural Affairs Office was established to develop and implement programs and services for the purpose of enhancing and enriching the quality of life for faculty, staff and students. Emphasis is given to supporting and maintaining an environment which encourages minority students to fulfill their educational objectives and potentials.

Multicultural Affairs is committed to developing programs which expand opportunities for minority students to stimulate their interest, demonstrate their competence and facilitate their entry into the professional arena. Inclusive of the various programs offered are:

- leadership workshops
- survival skills workshops
- strategies for success workshop
- minority history celebrations
- gospel chorus
- alumni society.

Academic Advising Center

The Academic Advising Center offers direct advising services to those students who have not selected a degree program (undeclared majors), to prospective students, and to part-time students. The advising is primarily provided by faculty members who are specifically trained to meet the special needs of this student population.

The Center is located in Room 105 of the Hardway Building and is open between 8:00 and 4:00 p.m., Monday through Friday. The Center also offers evening conferences as an additional student convenience.

The purpose of the Academic Advising Center is to provide the undecided student with early, ongoing, and comprehensive advising as well as interpersonal professional support. This assistance is provided in order to prevent, reduce or eliminate various academic problems and concerns which may impede the student's successful continuation of the required general studies curriculum and eventual selection of an academic program.

Undeclared majors will be assigned to the Academic Advising Center upon entrance to the College. Faculty members may refer any student with academic concerns directly to the Center for academic guidance.

Services:

Formalized adviser/advisee conferences scheduled throughout the semester.

Academic assistance and guidance on a drop-in basis for students with immediate concerns or questions.

Continuous registration following the fall/spring preregistration periods.

Workshops sponsored by the Center relevant to maximizing academic success.

Direct information and referral assistance to campus and community services.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook* and the *Parking and Vehicle Regulations* brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Additional information may be found in the *Student Handbook*.

Musick Library

The Library occupies the second and third floors of the Musick Library Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 240,000 volumes and subscribes to 825 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 20,000 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the Library. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the Library is open to encourage and assist individuals in their pursuit of information.

Learning Resource Center

The Learning Resource Center (LRC) occupies the first floor of the Ruth Ann Musick Library. Through its specialized facilities and personnel, the center attempts to fulfill its primary purpose of providing coordination, design, and application of educational technology in support of the college's ongoing instructional process. LRC services include the design, production, or coordination of a wide range of photographic, traditional audio/visual, graphics, satellite downlink, and video services. The center also provides an extensive on-campus a/v equipment repair service and maintains a library of faculty selected videos and films.

Student Government Association

Student Government at Fairmont State actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An adviser is assigned by the Vice President for Student Affairs.

Student Government meets weekly in the Coral Room of the Turley Center. All meetings are open and any student is welcome to attend.

Dining Hall

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Most student organization banquets are held in the Dining Hall; however, permission for the use of this facility must be obtained from the Facilities Committee.

Dining Hall hours are as follows: Breakfast from 7:00 to 9:00 a.m. daily, Lunch from 11:00 a.m. to 1:20 p.m. daily, Dinner from 4:00 to 6:15 p.m. daily except Sunday evening when no meal is served and the Dining Hall is closed.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Turley Center hours are as follows: Bookstore, Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 4:00 p.m., and Saturday from 8:00 a.m. to 4:00 p.m.; Recreation Rooms-Study Lounge and Snack Bar, Monday through Thursday, from 7:00 a.m. to 10:30 p.m., Friday, from 7:00 a.m. to 6:00 p.m.; and on Saturday and Sunday from 11:00 a.m. to 6:00 p.m.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized over 60 clubs and honorary organizations for the promotion of interests in various subject matter fields, for the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations of this nature can be found in *The Student Handbook*.

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs may be posted on a bulletin board in Hardway Hall.

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, Baptist Campus Ministry related to the American Baptist Church, Christian Student Union related to the Southern Baptist Church, the Fellowship of Christian Athletes and the Inter-Varsity Christian Fellowship. A complete list of active organizations are available in the office of Student Affairs.

Services of ministers of many denominations are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications, under the direction of the Office of Publications, 121 Musick Library Building, are comprised of the All-American weekly newspaper, *The Columns*, and yearbook, *Mound*. Staff positions are open to all students, who may submit applications the first week of each semester. Forms are available at any of the publications offices, 110, 119, and 120 in Musick Library. Consideration is given to those students who have done acceptable work in Journalism or who have had previous practical experience on publications. Applications are screened by the Publication Board, including editors-in-chief, business managers and Journalism faculty. Staff appointments are made with the approval of the Director of Publications, from whom additional information may be obtained in 121 Musick Library.

Both publications have undergone extensive redesign during the past few semesters to allow student journalists to exhibit more of their writing, photographic, and graphics skills and talents. Consequently, *The Columns* has been awarded an All-American rating from the Associated Collegiate Press for seven consecutive semesters; the *Mound* has received four consecutive first class ratings.

The Columns, named for the eight stately columns at the front of the Administration Building, is financed by student fees and advertising. Published weekly except during examination and vacation periods, it is distributed by noon each Friday through campus news stands located in various campus buildings.

The *Mound*, named for a historic spot on a former campus, is also financed by student fees and advertising. Depicting all phases of campus life through student photography and writing, it is distributed each fall through the student publications business office, 119 Musick Library.

Annually, the William A. Boram Award for achievement in Journalism is presented to a graduating senior Journalism student who has contributed to the success of both student publications during his or her enrollment. Selection is based on academic excellence and journalistic achievement.

The Office of Student Affairs is responsible for the following publications:

The Student Handbook, compiled annually under the direction of the Office of Student Affairs, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building. This bulletin carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Vice President for Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult the bulletin boards daily for important announcements.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, FSC Concert Band, College-Community Symphony Orchestra, Brass Ensemble, Percussion Ensemble and Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College-Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers a variety of programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The *Intercollegiate Debate Squad* annually participates in 10 to 15 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. Fairmont State College is a member of the National Forensic Association and the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Students who have demonstrated mastery of theatre studies and excellence in theatre performance or technical theatre are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatre goer.

The *Masquers*, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in *Masquers* is open to the student body and is earned through participation with the college theatrical productions.

All full-time students have the opportunity to participate in the Annual M.M. Neely Oratorical Contest. The contest is a persuasive speaking event which is endowed by the heirs of the late U.S. Senator and Governor of West Virginia, M.M. Neely. All speech communication majors and minors must compete in the Neely Contest as a final recital presentation.

Since 1960 the *Masquers' Town and Gown Players* have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatregoers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The *Masquers, Jr.*, periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The *Masquers Reader's Theatre* provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Various activities are organized for competitive play among groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with personal development.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul shooting, backgammon, billiards, hen and turkey trot, racquetball, shuffleboard, spades, sweet 16, table tennis, tug-o-“Ward”, and wrestling.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, golf, basketball, volleyball, swimming, and cross-country. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

The ultimate responsibility for the conduct of the athletic program rests with the President.

The members of the coaching staff are members of the faculty and have professional status, qualifications, and salaries, as do other faculty members.

Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

An effort is made to compete only with colleges having similar educational and athletic policies.

Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference, the National Collegiate Athletic Association (NCAA) and the National Association of Intercollegiate Athletics. Athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association dates back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, and business session. During commencement weekend the class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year — to a son or daughter of FSC alumni. The scholarship, worth \$500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another \$1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Office, Fairmont State College, Fairmont, West Virginia 26554.



Academic Information

Degrees

The four baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Arts, and Bachelor of Arts in Education. For each of these four degrees a minimum of 128 semester hours of credit is required. An Associate of Arts, Associate of Applied Science or Associate of Science degree is also granted upon successful completion of from 60-78 semester hours in the two-year curricula. A Certificate in Applied Science is offered in one area. This college also offers a flexible, nontraditional Regents Bachelor of Arts Degree Program.

Degree Programs

Bachelor of Arts, Bachelor of Science and Bachelor of Engineering Technology Degrees

	Minimum Semester Hours Required		
	Degree	Major	Minor
Allied Health Administration	B.S.		
Medical Laboratory Technology		135	76
Medical Record Technology		128-130	67
Nursing		137	75
Veterinary Technology		137	76-77
Art			24
Biology	B.S.	56-58	26
Business Administration	B.S.		
General		51	21
Accounting		51	18
Banking		51	18
Business Data Processing		54	
Economics		51	18
Management		51	
Marketing		51	
Office Administration		53	23-24
Clerical			26
Insurance			18
Real Estate			18
Retail Management			18
Chemistry	B.S.	64-67	
Child Care			26
Commercial Designs/Graphics			33
Computer Science	B.S.	53	18
Criminal Justice	B.S.	70	24
Engineering Technology	B.S.E.T.	129-136	23
Architecture		132	
Civil		133	
Electronics		131	
Manufacturing		134	
Mechanical		130	
Safety		136	
English	B.A.	30	18
English (Business and Technical Writing)			18
Fashion Merchandising			25

Food Service Management		24
French	B.A. 30	24
Geography		18
Graphic Communications Technology		21
Graphics/Fine Arts	B.S. 90-91	
Health Science	B.S. 58	20
History	B.A. 36	24
Home Economics	B.S. 43	31
Interior Design		25
Journalism		16
Journalism (Business and Technical Writing)		18
Library Science		24
Mathematics	B.S. 30	21
Music		26
Philosophy		15
Physical Education	B.S. 43	35
Physics-Physical Science		31
Political Science	B.A. 30	18
Psychology	B.S.	
General	37	18
Industrial-Personnel	46	
Community Service	52	
Psychological Service		18
Recreation Leadership		2
Regents B.A. Degree	B.A.	
Sociology	B.S. 30	18
Human Services	B.S. 72	
Spanish		18
Speech Communication	B.A. 38	25
Theatre	B.A. 35	25

Bachelor of Arts in Education

Early/Middle Education Multi-Subjects K-8	50
Behavior Disorders K-12 (Excludes Autism)	21
Gifted Education K-8	21
Mentally Impaired K-12	21
Specific Learning Disabilities K-12	21
Subject Specialization 5-8	
Art	33
French	27
General Science	32
Home Economics — Consumer and Homemaking Education	31
Technology Education	32
English/Language Arts	24
Mathematics	22
Oral Communications (Speech Communication and Theatre)	27-28
Social Studies	42
Middle Adolescent Education	
Subject Specialization 5-8	
Home Economics — Consumer and Homemaking Education	31
English/Language Arts	24
Social Studies	45

Single Teaching Fields 5-12, 9-12

Art	41
Behavior Disorders (Excludes Autism)	21
Biology (9-12)	47
Business Education, Secretarial	47
Business Education, Principles	41
Chemistry (9-12)	37
English-Language Arts	40
French	33
General Science	38
Gifted Education	21
Technology Education	44
Mathematics	40
Mentally Impaired	21
Physical Education	41
Physics (9-12)	34
Oral Communications (Speech Communication and Theatre)	39
Comprehensive Teaching Fields 5-12	
Business Education	59
Home Economics, Vocational, Consumer and Homemaking Education	48
Technology Education	65-71
Social Studies	58
Early Middle or Middle Adolescent Subject Specialization K-12	
Art	58
Health	39
Music	63
Physical Education	44
School-Library Media	24

Associate Degrees and Certificate Programs

(Fairmont Community College — A component of Fairmont State College)

	Degree Offered	Minimum Semester Hours Required
Aviation Maintenance Technology	A.A.S.	75
Avionics Maintenance Technology	A.S.	74
Business Administration		
Accounting	A.S.	64
Banking	A.A.S.	64
General Business	A.A.S.	64
Real Estate	A.A.S.	64
Insurance	A.A.S.	64
Retail Management	A.A.S.	64
Child Care	A.A.S.	67
Clerical	A.S.	64
Commercial Design/Graphics Technology	A.A.S.	65
Computer Science	A.S.	65
Criminal Justice	A.A.S.	68
Fashion Merchandising	A.A.S.	65
Food Service Management	A.A.S.	64
General Studies	A.A.	64
Graphic Communications Technology	A.S.	67-68

Health Careers

Medical Laboratory	A.A.S.	76
Medical Record	A.A.S.	68
Nursing	A.S.	71
Veterinary Technology	A.A.S.	76-77
Interior Design	A.A.S.	65
Office Specialist Certificate		32-35
Psychological Service	A.A.S.	64
Secretarial	A.S.	62
Word Processing/Office Automation	A.A.S.	64
Engineering Technology		
Architecture	A.S.	68
Civil	A.S.	67
Drafting/Design	A.A.S.	68
Electronics	A.S.	69
Manufacturing	A.S.	67
Mechanical	A.S.	67

Grading System

The following system of grading is used within the institution:

A—Superior, given only to students for exceptional performance.

B—Good, given for performance distinctly above the average in quality.

C—Average, given for performance of average quality.

D—Lowest passing grade for performance of poor quality.

F—Failure. Course must be repeated if credit is to be received.

FIW—Failure because of irregular withdrawal.

I—A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of *illness or some other unavoidable circumstance*. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate division chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor *must* submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F" before calculation of GPA for graduation.

W—Withdrew.

WF—Withdrew Failing.

WP—Withdrew Passing.

CR—Credit. Does not affect quality points.

NC—No Credit. Does not affect quality points.

P—Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F, FIW, and WF, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a quality point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain an average of 2.20 in each teaching field and/or subject specialization.**

All variations from prescribed programs must be approved by the division head in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	×	Semester Hours	=	Quality Points (Total)
Engl. 104	A	4		3		12
Biol. 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math 101	W	—		—		—
				16		40

40 Quality Points

16 Semester Hours = 2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 5-12, 9-12, K-12, 5-8, K-8, the multi-subject field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the chairperson of the division in which they major for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the *College Catalog* for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally three days, when students may drop and/or add classes.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw through the end of the second academic week following midterm. If the official drop notice is issued after this period, the instructor will record either "WP" or "WF" at the conclusion of the semester. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: During the period ending with the second academic week following midterm of a semester, students may drop one or more classes with "W" being recorded. The "WP-WF" grade will be used for students to withdraw from individual courses up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats

of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. *Students may not repeat a course in which they earned a C or better.* Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a four-year degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the *Student Handbook*.

Advising System

Students are assigned academic advisers when they first enroll at the College. If students desire to change their major fields of study, they should contact the Assistant to the Vice President for Academic Affairs for reassignment. Students who are not ready to select a major upon entrance will be assigned to special advisers. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisers. (See also Academic Advising Center)

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at midsemester and at the end of the semester. Midterm grade reports are not made during summer school.

Honors Program

Fairmont State College's Honors Program identifies, encourages, and instructs highly motivated, academically superior students. Working within an alternative curriculum, these students enroll in honors general education classes, advanced seminars, and an interdisciplinary colloquium. During their junior and senior years, honors students engage in activities, such as independent scholarship, research assignments, internships, and creative projects. The Honors Program encourages students to work closely with other honors students and the honors faculty to explore ideas from various perspectives. Beyond the curriculum, honors students participate in the Honors Association which provides students with opportunities for field trips, lectures, and cultural events.

PROBATION-SUSPENSION POLICIES

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will be sent a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the adviser be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the spring semester.
2. Students will be suspended if they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. Suspension is for one semester. Students suspended at the conclusion of the spring semester will be eligible to return as full-time students the spring semester of the next academic year.
5. No classes may be taken while a student is on suspension.
6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
7. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

ACADEMIC FORGIVENESS POLICY

Revised and approved March 6, 1990

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on final academic suspension. When forgiveness is granted, failing grades of F, WF, and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades

that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has completed a semester as a full-time student, has earned 12 credit hours that apply toward graduation, and has achieved a 2.0 GPA for that readmission semester.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State College and is formulated to be consistent with Policy Bulletin 20 of the West Virginia Board of Directors. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set forth in the "Academic Suspension" section of the Fairmont State College catalog. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the Registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Regents Bachelor of Arts Program is governed by a different forgiveness policy.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for baccalaureate degrees must attain a grade of C or above in English 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: **cum laude** for a point average of 3.4-3.69; **magna cum laude** for a point average of 3.70-3.84; and **summa cum laude** for a point average of 3.85 or better. Averages are based upon the entire academic record of the student. Candidates for graduation with an associate degree or the Regents Bachelor of Arts degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of three dollars (\$3.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State College provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State College; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US College or University or Consortium with FSC's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US College or University abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSC's approval. Students will be required to obtain prior consent from the academic division or department before registering for study abroad programs.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc. Resident study abroad programs or travel-study programs will be integrated with traditional academic courses already offered at FSC and will become part of the regular institutional curriculum.

Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

U.S. Army Military Science Program

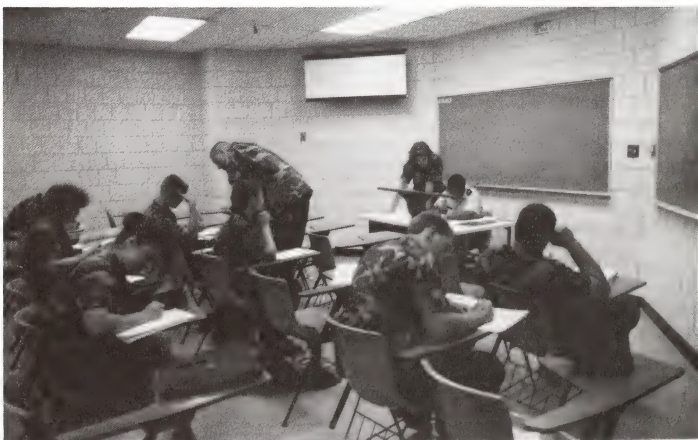
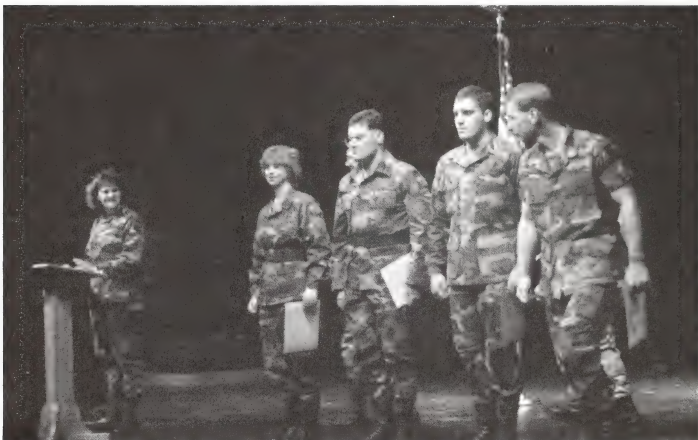
The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.

Air Force Reserve Officers Training Corps

Air Force ROTC is designed to provide training in the areas of leadership, management, and interpersonal relationships which are vital to the men and women who desire to serve as commissioned officers in the United States Air Force.

AFROTC courses are available to FSC students through an agreement with West Virginia University and are offered on the downtown campus (Stansbury Hall) at WVU. Four-year and two-year programs are open to qualified students. Both options require a summer field training camp prior to the junior year. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at WVU, 304-293-5421.



Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Engineering Technology are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.2 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above. It is recommended that students begin their requirement in foreign language no later than their sophomore year.

*General Studies Requirement for the Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Engineering Technology Degrees

36 Hours for Bachelor of Science Degrees

48 Hours for Bachelor of Arts Degrees

English		12	
English*	104	Written English	3
English**	108	Advanced Written English	3
English	250	Survey of English Literature	3
English	260	Survey of American Literature	3
Fine Arts		2	
Art	255	History & Appr. of Art	2
		or	
Music	205	Music Appreciation	2
		or	
Music	207	Beginning Recorder	2
		or	
Theatre	100	Theatre Appreciation	2
History and Social Science		12	
Economics 200 or		Economics	3
Economics 201		Economic Principles and Problems ..	3
Geography 210		Intro. to Geography	3
History 107		United States History I	3
History 108		United States History II	3
History 111		History of Civilization I	3
History 112		History of Civilization II	3
Political Science 103		American Government	3

*The General Studies Requirements are for 1992-93 only. Beginning in the fall of 1993, new General Studies Requirements will be implemented. See page 60 for the new General Studies Requirements for the Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Engineering Technology Degrees. See page 149 for the General Studies Requirements for all Associate Degrees.

Psychology 101	Intro. to Psychology I	3
Sociology 110	Introductory Sociology	3
Foreign Language (B.A. degree only)		12
French or Spanish 101, 102, 201, 202		
(another foreign language may be substituted with permission)		
Physical Education***		1
Any basic activity course		
Science or Mathematics****		6
Biology 101 and 102 or	Intro. to Biology	4
Biology 103	Intro. to Envir. Biology	4
Chemistry 101, 102	General Chemistry	8
Chemistry 105, 106	Chemical Principles	10
Geology 101, 102	General Geology	6
Mathematics****		6
Physics 101, 102	Intro. to Physics	8
Physical Science (select any 3 of the following)		6
Scientific Methodology 100		2
Astronomy 101		2
Chemistry 102		2
Geology 103		2
Physics 104		2
History of Physical Science 105		2
Speech Communication 100		3

*Developmental Skills 101, Basic Communications, is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.

**A grade of C or above in English 108 is required for graduation.

***This requirement may be waived by the Registrar for a student who because of physical disability or infirmity cannot perform the basic activity course. The student must furnish appropriate medical substantiation of the disability or infirmity.

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies Requirements.

General Studies Requirements (Effective Fall 1993)

General Studies Requirement for the Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Engineering Technology Degrees

The General Studies courses at Fairmont State College are intended to provide students with the intellectual skills and the breadth of knowledge which will enable them to thrive both as individuals and as citizens in a democracy and be better able to think clearly, choose wisely, and act responsibly. More specifically, the General Studies courses should accomplish these objectives:

1) Help students master the skills of analytical reading and listening, oral and written expression, quantitative reasoning, independent thinking, and the ability to find and use information effectively.

2) Help students comprehend, analyze and appreciate

a - the world's arts and literature

b - the historical and political experience of the world, with appropriate emphasis on that of Western Civilization and America

c - the perspectives and methods of the social sciences, philosophy, and technology

d - the basic scientific principles which are at work in the world and the procedures used to discover them

e - the knowledge and skills whereby a fit, healthy life may be lived.

The common theme in and among most of the General Studies courses is that of connections: connections between belief and action, past and present, other societies

and our own, other people and ourselves as well as connections among various fields of knowledge. Insofar as possible, each General Studies course is global and pluralistic in perspective, promotes reflection on values, emphasizes major and enduring aspects of its subject, and reinforces students' intellectual integrity and their abilities to think, read and express themselves clearly, independently and creatively.

50 Hours for Bachelor of Science Degrees

56 Hours for the Bachelor of Arts Degree

Communication Skills	11
English 104 Written English I	3
108 Written English II	3
Speech 102 Speech Communication Theory	2
Speech 202 Speech Communication Practice	3
Math	3
Math 205 Fundamental Concepts of Mathematics	3
(or other acceptable math)	
Fitness	2
P.E. 100 Fitness and Wellness	2
Literature	6
Choose 1 course-sequence:	
English 220, 221 Literature of the Western World I, II	6
English 230, 231 Introduction to Literature I, II	6
Fine Arts	2
Choose 1 course:	
Art 255 Art Appreciation	2
Music 205 Music Appreciation	2
Theatre 100 Theatre Appreciation	2
Music 207 Beginning Recorder	2
Social Sciences	12
Choose 4 courses:	
Economics 200 Economics	3
or	
201 Economic Principles	3
Geography 210 Introduction to Geography	3
History 107 U.S. History I	3
History 108 U.S. History II	3
History 111 History of Civilization I	3
History 112 History of Civilization II	3
History 113 History of Civilization III	3
Pol. Sci. 103 American Government	3
Psyc. 101 Introduction to Psychology	3
Soc. 110 Introduction to Sociology	3
Natural Sciences	8-10
Choose 1 course-sequence:	
Biology 101, 102 Introduction to Biology	8
or	
103 Introduction to Environmental Biology	
Chemistry 101, 102 General Chemistry	8
Chemistry 105, 106 Chemical Principles	10
Physics 101, 102 Introduction to Physics	8
Geology 101, 102 General Geology	8
or 4 of these:	
Phy. Sci. 101 Astronomy	2
Phy. Sci. 102 Chemistry	2
Phy. Sci. 103 Geology	2
Phy. Sci. 104 Physics	2
Phy. Sci. 105 History of Physical Science	2

B.S. DEGREE: General Studies Electives 6

Choose 2 courses:

(These courses allow students further to develop artistic, communication and computation skills; the courses also bring into the General Studies curriculum a greater awareness of the international, interdependent, multi-ethnic and technological character of modern civilization.)

CS	100	Introduction to EDP	3
(or other appropriate CS course)			
Technology	101	Introduction to Technology	3
Pol. Sci.	101	Introduction to Global Affairs	3
Sociology	111	Introduction to Anthropology	3
Philosophy	200	Introduction to Philosophy	3
Art	255	History and Appreciation of Art (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Music	207	Beginning Recorder (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students could take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline)

One writing course from

English	109	Technical Report Writing	3
Office Adm.	251	Business Communications	3
English	302	Narrative & Descriptive Writing	3
English	413	Expository Writing	3

Two courses in a single foreign language 6

(Student must select 2 courses in the same language)

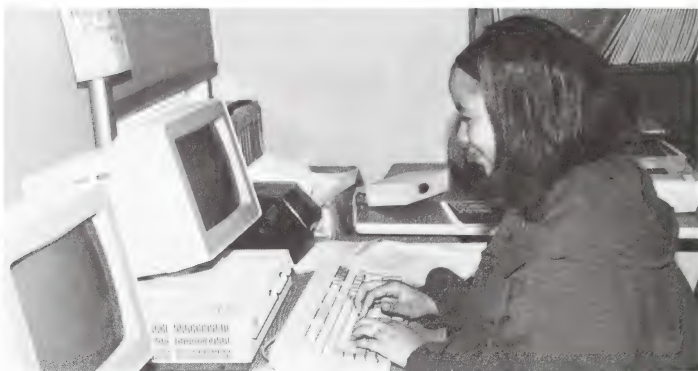
B.A. DEGREE Foreign Language 12

French	101	Elementary French I	3
French	102	Elementary French II	3
French	201	Intermediate French I	3
French	202	Intermediate French II	3
or			
Spanish	101	Elementary Spanish I	3
Spanish	102	Elementary Spanish II	3
Spanish	201	Intermediate Spanish I	3
Spanish	202	Intermediate Spanish II	3

(another foreign language may be substituted with permission)







Commerce

(Business Administration, Computer Science, Office Administration/Business Education)

The Division of Commerce offers students several choices in their selection of a major field of study. Under the B.S. Degree students may obtain a degree in Business Administration with a concentration in General Business, Accounting, Economics, Office Administration, Banking, Management, Marketing, and Business Data Processing. Students may also elect to study toward the B.S. Degree in Computer Science.

In the B.A. in Education Degree students may earn a degree in Business Education-Comprehensive, Business Education-Secretarial, or Business Education-Business Principles.

In the area of two-year programs students may select: Accounting, General Business, Banking, Real Estate, Secretarial, Clerical, Computer Science, Retailing, Insurance, or Word Processing/Office Automation.

Students may minor in the division in Accounting, Economics, Banking, Real Estate, Insurance, Office Administration and Computer Science.

In the area of one-year certificates, students may select the Office Specialist Certificate with either a clerical or secretarial emphasis.

Courses offered by the Commerce Division may be found under the headings of Accounting, Banking, Business, Business Education, Economics, Computer Science, Office Administration, Management, and Marketing. **All courses may not be offered each semester. Students are urged to consult with advisers to avoid the possibility of missing a course needed for graduation at a specific time.**

MINOR REQUIREMENT: Business Administration students must also elect a minor field of study. A major and a minor in the same academic field is not permitted. For example, one may not both major and minor in Accounting. The Division offers a Bachelor of Science in Business Administration. There are eight options offered under this degree. Combinations of these options as to a major and minor are restricted; the catalog must be consulted when a minor is selected. Duplicate credit may be earned only for courses that are specifically required for both major and minor, except that Economics 201 will apply toward the major and minor requirements. Economics 202 cannot be used for general studies credit. Economics 200 should not be substituted for Economics 201 in meeting Division major or minor requirements.

Business Administration

Group A, General Major

51 sem. hrs.

Required Courses

33 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206, 207	Business Law I, II	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles & Problems	6
CS	100	Introduction to EDP	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

The additional requirement18

These additional hours may be taken in any one of several combinations. Such combinations are to be agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, Banking, Computer Science, and Mathematics 115 and/or 116. Only the following Office Administration courses may be elected: 251, 310 and 233.

Minor (not open to majors in Group A, B, C, D, E, F, G, H) 21 sem. hrs.**Required Courses**

Accounting	201, 202	Principles of Accounting I, II	6
Economics	201	Economic Principles and Problems	3
Business	206	Business Law I	3

A minimum of 9 hours must be selected from these courses: 9 sem. hrs.

Economics	202	Economic Principles and Problems	3
CS	100	Introduction to EDP	3
Business	207	Business Law II	3
	401	Business Finance	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

Group B, Accounting**Major****51 sem. hrs.**

Accounting	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting I, II	6
	330	Advanced Accounting I	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Accounting:	
		Individual	3
Business	206, 207	Business Law I, II	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles and Problems	6
CS	100	Introduction to EDP	3
Management	209	Principles of Management	3
Marketing	204	Marketing	3

The following additional courses, although not required, are recommended to further develop the body of accounting knowledge commonly expected of the entry-level accountant.

Accounting 331, 407, 410; Management 409

Notice to students: Certain courses are required to qualify a student to sit for the Uniform Certified Public Accountant exam that may not be required to satisfy the four-year major in accounting degree requirements. Students wishing to sit for the CPA exam should discuss this additional course work with an appropriate adviser early in their program.

Minor (not open to majors in Group B)**18 sem. hrs.****Select 18 hours from the following:**

Accounting	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
CS	104	Introduction to COBOL Programming	4

Group C, Economics**Major****51 sem. hrs.****Required Courses****18 sem. hrs.**

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis:	
		Microeconomics	3
	302	Intermediate Econ. Analysis:	
		Macroeconomics	3

Business	310	Statistics	3
CS	100	Introduction to EDP	3

A minimum of 9 hours must be selected from these courses: 9 sem. hrs.

Economics	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	307	Personal Finance	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3

Additional electives 18-24 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206	Business Law I	3
	401	Business Finance	3
	350	Investments	3
Management	209	Principles of Management	3
	409	Quantitative Management	3
Marketing	204	Marketing	3
CS	103	FORTAN Programming	4
History	320	American Economic History	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Minor (not open to majors in Group C) 18 sem. hrs.

Select 18 hours from the following:

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis:	
		Microeconomics	3
	302	Intermediate Econ. Analysis:	
		Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3
	115	Intermediate Mathematics II	4
	116	Calculus I	4

Group D, Office Administration

Major 53 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II	6
Business	206	Business Law I	3
	310	Statistics	3
	401	Business Finance	3
OAdm.	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	310	Supervising Off. Systems Personnel	3
	231	Principles of Word Processing	3
	232	Word Processing Applications	3
	233	Elect. Records Management	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
CS	100	Intro. to EDP	3
Management	209	Principles of Management	3
	214	Office Management	3
	390	Human Behavior in Organizations	3
Marketing	204	Marketing	3

Minor (not open to majors in Group D) 23-24 sem. hrs.

Accounting	201	Principles of Accounting	3
Mgt.	214	Office Management	3
CS	100	Introduction to EDP	3

OAdm.	*101, 102	Beg. and Inter. Typewriting/ Keyboarding OR
	211	Advanced Typewriting/Keyboarding5 or 6
	251	Business Communications3
	231	Principles of Word Processing3
	233	Elect. Records Management3

*If the student has not had beginning typing in high school, 101 (2 hrs. cr.) and 102 (3 hrs. cr.) should be taken. Otherwise 102 and 211 (3 hrs. each) would be selected.

The Secretarial Associate in Science Degree (page 171) and the Clerical Minor (page 152) cannot be used to fulfill the minor requirements when the major is Office Administration, Option D of the B.S. in Business Administration.

Group E, Banking

Major

51 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II6
Economics	201, 202	Economic Principles and Problems6
	303	Money, Credit and Banking3
Management	209	Principles of Management3
Marketing	204	Marketing3
Business	206, 207	Business Law I, II6
	310	Statistics3
CS	100	Introduction to EDP3
Banking	180	Principles of Banking3
	284	Bank Management3

Select the additional 12 semester hours from the following:

12 sem. hrs.

Banking	283	Bank Investments3
	285	Analyzing Financial Statements3
	287	Bank Simulator2
	288	Consumer Lending3
	292	Trust Business3
	294	Commercial Lending3
	295	Bank Internship3
Business	350	Investments3
	286	Real Estate Finance3
	401	Business Finance3

Recommendation: Students are encouraged to take courses in Psychology, Sociology, Business Communications and Computer Science in addition to the stated requirements.

Minor (Not open to majors in Group E)

18 sem. hrs.

Required Courses

6 sem. hrs.

Banking	180	Principles of Banking3
	284	Bank Management3

Select the additional 12 semester hours from the following:

12 sem. hrs.

Banking	283	Bank Investments3
	285	Analyzing Financial Statements3
	287	Bank Simulator2
	288	Consumer Lending3
	292	Trust Business3
	294	Commercial Lending3
	295	Bank Internship3
Business	286	Real Estate Finance3
	350	Investments3
	401	Business Finance3
Economics	303	Money, Credit and Banking3

Group F, Business Data Processing

Major

54 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II6
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Economics	201, 202	Economic Principles and Problems.....6
Business	310	Statistics.....3
	401	Business Finance.....3
Management	209	Principles of Management.....3
CS	102	Principles of Programming I.....3
	104	COBOL Programming I.....4
	108	Principles of Programming II.....4
	201	Assembler Programming.....4
	204	COBOL Programming II.....4
	220	Business Systems.....3
	250	Programming Languages.....3
	302	Data Structures.....4
	410	Data Base Management.....4

Group G, Management Major

51 sem. hrs.

Required Courses

33 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....6
Business	206, 207	Business Law I, II.....6
	310	Statistics.....3
	401	Business Finance.....3
Economics	201, 202	Principles of Economics.....6
CS	100	Introduction to EDP.....3
Management	209	Principles of Management.....3
Marketing	204	Marketing.....3

A minimum of 12 hours must be selected from the following courses: 12 sem. hrs.

Management	305	Small Business Management.....3
	308	Personnel Management.....3
	390	Human Behavior in Organizations.....3
	409	Quantitative Management.....3
Business	*412	Applied Business Research.....3
	415	Business Policy.....3

A minimum of 6 hours must be selected from the following courses: 6 sem. hrs.

Economics	301	Intermediate Economic Analysis Micro.....3
	305	Labor Economics.....3
	401	Managerial Economics.....3
Psychology	260	Industrial and Personnel Psyc.....3
Sociology	410	Industrial Sociology.....3
Speech	369	Communication in Organization.....3
or		
OAdm	251	Business Communications.....3

* Students majoring in Marketing are required to take Bus. 412 and cannot use it as an elective for the Management degree.

Group H, Marketing Major

51 sem. hrs.

Required Courses

42 sem. hrs.

Accounting	201, 202	Principles of Accounting I, II.....6
Business	206, 207	Business Law I, II.....6
	310	Statistics.....3
	401	Business Finance.....3
Economics	201, 202	Principles of Economics.....6
CS	100	Introduction to EDP.....3
Management	209	Principles of Management.....3
Marketing	204	Marketing.....3
	320	Advertising.....3
	411	Marketing Management.....3
Business	412	Applied Business Research.....3

A minimum of 9 hours must be selected from the following courses: 9 sem. hrs.

Business	415	Business Policy	3
Economics	301	Intermediate Economic Analysis:	
		Microeconomics	3
	401	Managerial Economics	3
Marketing	205	Salesmanship	3
	300	Retailing	3
Speech	369	Communication in Organizations	3
or			
OAdm.	251	Business Communications	3

The minor in Retail Management cannot be used to fulfill the minor requirement when the major is Marketing, Option H of the B.S. in Business Administration.

Computer Science

Students may complete the B.S. in Computer Science in preparation for immediate employment in an applications programming position or as preparation for graduate studies. Because of rapid changes in this field, requirements are designed to provide students with a fundamental understanding of the concepts of computer science enabling them to adapt to any current computer environment.

Computer Science 49 sem. hrs.**Required Courses 38 sem. hrs.**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4
	201	Assembler Programming	4
	250	Programming Languages	3
	260	Microcomputer Programming	3
	302	Data Structures	4
	308	Compiler Construction	4
		OR	
	410	Data Base Management	4
	420	Selected Advanced Topics	4
		OR	
	421	Computer Science Special Project	
MATH	115	Intermediate Mathematics II	4
	200	Mathematical Logic	3
OAdm.	100	Microcomputer Keyboarding	2
		OR	
OAdm.	101	Beginning Typewriting	2

One of the following two groups: 11 sem. hrs.

CS	104	COBOL Programming I	4
CS	204	COBOL Programming II	4
CS	220	Business Systems	3
		OR	
CS	103	FORTRAN Programming	4
		OR	
	208	Programming in C	4
MATH	116	Calculus I	4
CS	300	Computer Graphics	3

NOTES:

- Students should attempt to complete CS-102, CS-108, and Math-115 by the end of their freshman year.
- Students wishing to minor in a business related area may select CS-104, CS-204, and CS-220, and students wishing to minor in a math/science area may elect to take CS-103, CS-300, and Math-116.
- The keyboarding/typing requirement will be waived for students having a full year of typing or keyboarding on their high school transcript.

Minor**18 sem. hrs.****Required Courses****7 sem. hrs.**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4

Select one of the following three groups:**11 sem. hrs.**

104	COBOL Programming I	4
204	COBOL Programming II	4
220	Business Systems	3
	OR	
104	COBOL Programming I	4
204	COBOL Programming II	4
250	Programming Languages	3
	OR	
103	FORTRAN Programming	4
201	Assembler Programming	4
250	Programming Languages	3

Note: Students may not minor in Computer Science when majoring in Business Data Processing (Group F, B.S. in Business Administration).

Business Education

Teaching Fields in Business Education**Business Education Comprehensive, grades 5-12****59 sem. hrs.**

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
	206	Business Law I	3
Accounting	*201, 202	Principles of Accounting I, II	6
Management	214	Office Management	3
OAdm.	*102	Intermediate Typewriting/Keyboarding	3
	*200	Alphabetic Shorthand for Notetaking and Study Skills	3
	*202	Shorthand I	3
	*211	Advanced Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*233	Electronic Records Management	3
	*240	General Office Procedures	3
	*242	Directed Office Expertise	2
	*251	Business Communication	3
Bus. Ed.	*431	Methods and Materials in Teaching Business Education	3
Economics	*201, 202	Economic Principles and Problems	6
	*307	Personal Finance	3
CS	100	Introduction to EDP	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Shorthand Theory (OAdm. 201) is taught the fall semester only. Shorthand I (OAdm. 202) is taught the spring semester.

**Business Education Secretarial, Single Teaching Field,
grades 5-12****47 sem. hrs.**

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting I, II	6
Business	206	Business Law I	3
Management	214	Office Management	3
OAdm.	*102	Intermediate Typewriting/Keyboarding	3
	*200	Alphabetic Shorthand for Notetaking and Study Skills	3
	*202	Shorthand I	3
	*211	Advanced Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*233	Electronic Records Management	3
	*240	General Office Procedures	3
	*242	Directed Office Experience	2
	*251	Business Communications	3
Bus. Ed.	*431	Methods and Materials in Teaching Business Education	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

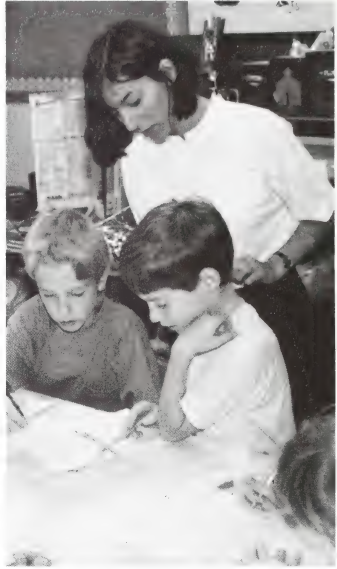
Shorthand Theory (OAdm. 201) is taught the fall semester only. Shorthand I (OAdm. 202) is taught the spring semester.

**Business Education, Business Principles, Single Teaching Field,
grades 5-12****47 sem. hrs.**

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
	206	Business Law I	3
Accounting	*201, 202	Principles of Accounting I, II	6
Management	214	Office Management	3
OAdm.	*102	Intermediate Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*233	Electronic Records Management	3
	*240	General Office Procedures	3
	*242	Directed Office Experience	2
	*251	Business Communications	3
Bus. Ed.	*431	Methods and Materials in Teaching Business Education	3
Economics	*201, 202	Economic Principles and Problems	6
	307	Personal Finance	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.





Education/Health, Physical Education, Recreation, and Safety

(Early/Middle, Middle/Adolescent, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the Division of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledges, skills and performances which characterize effective teaching.

The role of today's teacher requires persons skilled at making instructional and managerial decisions to meet the individual and group needs of a diverse population. Recent and continuing advances in technology applied to education force a number of instructional choices, and beginning teachers must be prepared to meet these challenges.

Fairmont State College's teacher preparation program has adopted the Informed Decision Maker Model, with the aim of preparing teachers to make instructional decisions based upon a strong foundation of knowledge, skill, and professional attitudes. With greatly expanded knowledge bases, materials, and technology, teacher preparation programs must produce graduates able to make wise, informed choices from among a range of options in providing equitable access to education for our nation's children.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula for early, middle and adolescent education leading to the degree of Bachelor of Arts in Education. Students who satisfactorily complete a teaching curriculum in a given area and achieve passing scores on the PPST and appropriate NES content tests will be recommended for a Professional Certificate, grades K-12, K-8, or 5-8, 5-12 or 9-12. Specializations which may be added include Mentally Impaired, Behavior Disorders, Specific Learning Disabilities, Gifted Education and varied academic subject specializations. Students may choose, after consultation with their adviser, from the following programs:

Early/Middle Education

Students who are qualifying for teaching in an open or self-contained classroom grades K-8, shall complete the following:

- I. **General Studies** (elementary)
- II. **Professional Education**
- III. **The Multi-Subjects Program***

Optional specializations which may be combined with Early/Middle education are:

1. Mentally Impaired (K-12)
2. Specific Learning Disabilities (K-12)
3. Behavior Disorders (K-12) (excludes Autism)
4. Gifted Education (K-8)
5. School Library-Media (K-12)
6. Middle School Specializations (5-8)

Art

French

General Science

Consumer and Homemaking Education

Technology Education

Language Arts

General Mathematics
(through Algebra I)

Oral Communications

Social Studies

Note: Student teaching is required in an approved open or self-contained classroom grades K-8 and in an approved classroom for each additional specialization. Some combinations may require more than twelve weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic division which offers the program, e.g., Art-5-8, See Fine Arts Division.

Middle/Adolescent Education

Students who are qualifying for teaching in grades 5 through 12 shall complete the following:

- I. **General Studies** (secondary)
- II. **Professional Education**
- III. **Specializations**
 - a. One comprehensive specialization to teach in grades 5 through 12 the related subjects which comprise the comprehensive specialization.
or
 - b. Two single subject specializations for grades 5 through 12.
or
 - c. One single subject specialization for grades 5 through 12 and one specialization for grades 5 through 8.
or
 - d. One single specialization for grades 5 through 12 and a K-12 specialization in either School Library-Media, Health, or Physical Education.

Secondary Education students select from the following teaching specializations:

1. **5-12 Comprehensive Specializations** (requires no other specializations)

Business Education	Technology Education	
Consumer and Homemaking Education	Mathematics	
	Social Studies	
2. **5-12 Single Specializations** (requires a second specialization for 5-12, K-12, or 5-8)

Art	French	Mentally Impaired**
Behavior Disorders	General Science	Oral Communications
Biology	Technology Education	Physical Education
Business Principles	Gifted	Physics
Chemistry		Secretarial Studies
English-Language Arts		
3. **5-8 Specializations** (requires second specialization for 5-12, or K-12)

Consumer and Home-	Language Arts	Social Studies
making Education	General Mathematics	
4. **K-12 Specializations** (requires second specialization for 5-8, 5-12, or K-12)

School Library-Media*	Physical Education	Health Education
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*The School Library-Media K-12 may be selected in combination with a specialization for classroom teaching in grades 5-12, 5-8, K-12, or Multi-Subjects K-8.

**The Mentally Impaired specialization K-12 may be used only in combination with Consumer and Homemaking Education, 5-12; Industrial Arts, 5-12; Multi-Subjects, K-8; Art K-12, P.E. K-12 or Music K-12.

Note: Secondary special methods and student teaching are required in all areas in order to be licensed.

Student Teaching Experience

Student teaching is required in all programs and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at the developmental levels and in all of the teaching specializations in which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Evaluation Systems Content Test

Successful completion of the appropriate National Evaluation Systems Content Test(s) is a requirement for graduation and licensure. A report of the N. E. S. scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Students expecting to be licensed in Multi-Subjects K-8 Education and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Students expecting to be licensed for teaching in grades 5-12 must take the N.E.S. Content Tests consistent with the 5-12 specialization(s) to be named on the license. If they expect to be licensed in two 5-12 specializations, they must achieve acceptable scores in both 5-12 specializations.

K-12. A student expecting to be licensed for teaching in grades K-12 must achieve acceptable scores on the N.E.S. Content Test consistent with the K-12 specialization to be named on the license.

In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the N.E.S. Bulletin for the year in question. N.E.S. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.5 or better for all courses attempted; (2) attain a 2.2 average in each teaching specialization, including the Multi-Subjects Specialization; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and (5) achieve acceptable scores on the N.E.S. Content Tests for each area to be named on the license.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for early/middle and middle/adolescent education programs; however, each consists of forty credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for early/middle education also fulfill competencies for the Multi-Subjects requirements and are included with the Multi-Subjects for the Early/Middle Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12 — Art and Music

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

- I. **General Studies** (secondary)
- II. **Professional Education**, to include methods and student teaching of the single subject specialization at the early/middle and middle/adolescent levels.
- III. **Specialization**
 Grades K-12
 Art-one comprehensive specialization
 or
 Grades K-12
 Music-one comprehensive specialization
 Specific specialization requirements for early/middle and middle/adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic division which offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of grade point standing. All of this information may be obtained from the student's adviser or the Dean of Teacher Education.

Admission to Teacher Education

Any sophomore may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the Division of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are expected, in this course, to make a tentative decision on entering the profession and submit a "*Declaration of Intent*" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 303, Educational Psychology, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 302 are prerequisites for this course. The required Student Health Form must be on file at this time.

When enrolled in Education 303, those interested in pursuing the Teacher Education program shall make formal application by completing the Application to Teacher Education Program Packet. The packets are available in the Department of Education Office. To be accepted, the applicant must (1) have achieved acceptable scores on the PreProfessional Skills Test (PPST), (2) have a minimum quality point average of 2.5 overall and 2.2 in each teaching specialization, (3) have completed or be enrolled in Speech 221, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 108, (5) at the time of application be passing Education 303, and (6) have a health certificate completed by a physician. Also as a part of the process, the applicant must be recommended by his/her academic adviser, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 303, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 303, achieved acceptable scores on the PPST test and has approval of the Selection Committee, he/she is eligible to enroll in Education 305, Human Exceptionality and Cultural Diversity. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 14-15 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second part of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P., a student must complete the Application to the I.P.P. packet and meet the requirements for student teaching. The packets are available in the Dean of Teacher Education Office. The I.P.P. requires exact planning by students and advisers during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization should be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 15 hours with a g.p.a. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
3. Satisfactory completion of English 108, Advanced Written English, with a minimum grade of C, and Speech 221 with a minimum grade of C.
4. Division approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
5. Evidence good moral character (i.e., reputation among students, faculty and in the community).
6. Have a minimal overall grade point average of 2.5.
7. Have a minimal grade point average of 2.0 for all professional education work.
8. Have a 2.2 quality point average in each teaching specialization (includes the Multi-Subjects Specialization).
9. Present a statement from a physician showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses or extracurricular activities outside the I.P.P. which will in any way interfere with their commitment to the I.P.P. without the consent of the Dean of Teacher Education.

Early/Middle Education

General Studies

40 sem. hrs.

Humanities

15 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
	250	Survey of English Literature	3
	260	Survey of American Literature	3
Speech	221	Classroom Communication	3

Fine Arts

2 sem. hrs.

Art or Music	255	History and Appreciation of Art
	205	Music Appreciation
Music or Theatre	207	Beginning Recorder
	100	Theatre Appreciation

Social Sciences		12 sem. hrs.
Geography	210	Introduction to Geography3
History	107	United States History I3
	108	United States History II3
	111	History of Civilization I3
	or	
	112	History of Civilization II3

Science and Mathematics		9 sem. hrs.
Math	110	Mathematics for Elementary Teachers3
Physical	201	General Physical Science3
Science	202	General Physical Science3

Physical Education		2 sem. hrs.
Phys. Ed.	326	Early Psychomotor Development2

Multi-Subjects Program for Self-contained or Open Classroom 50 sem. hrs.

Art	*353	Elem. Art Education I2
	*354	Elem. Art Education II2
Biology	*101	Introduction to Biology4
	*102	Introduction to Biology4
or		
	*103	Introduction to Envir. Biology4
Health	*100	Personal Health2
	*400	Health Education for the Elem. School2
Safety	*200	Accident Analysis and Emer. Care2
English	*207	Children's Literature3
Math	*210	Math. for Elem. Teachers II3
	*323	Math. for Elem. Teachers III3
Music	*231	Elementary Music I3
	*232	Elementary Music II3
Pol. Sci.	200	Intro. to Political Science3
Economics	200	Economics3
Sociology	110	Introductory Sociology3
Education	*300	The Reading Process3
	*304	Developmental Reading3
Phys. Sci.	*412	Science in the Elem. School2

*These courses in the Multi-Subjects Program must be completed prior to the Initial Performance Practicum.

Professional Education — Early/Middle		29 sem. hrs.
Education	200	Intro. to Education3
	302	Human Growth and Development3
	303	Educational Psychology3
	305	Human Exceptionality and Cultural Diversity . . .3
	306	Instructional Technology3
	310	Language Arts/Social Studies in Elementary School2
	400	Classroom Organization & Management, K-4 . . .2
	401	Classroom Organization & Management, 5-8 . . .2
	420	Student Teaching Exp. (Elem.)8

Students who are qualifying for a Professional Certificate, Grades K-8, may wish to add a Special Education Specialization K-12, Library-Media K-12, or Subject Specialization Grades 5-8 (Middle School) to their license.

Early/Middle Education Program Options

A. Special Education Specializations

21 sem. hrs.

1. Required Common Core Coursework for All Programs 6 sem. hrs.

Ed.	220	Areas of Exceptionality in Special Education	3
	221	Education of Exceptional Children	3
2. Specialized Coursework 15 sem. hrs.
 - a. Behavior Disorders K-12 (Excludes Autism)

Ed.	311	Behavior Disorders	3
	321	Diag., Presc. and Assess. Tech.	3
	325	Curr. Development in BD	3
	443	Practicum—BD	3
	473	Student Teaching—BD	3
 - b. Mentally Impaired K-12 15 sem. hrs.

Ed.	320	Intro. to M.R.	3
	321	Diag., Presc. and Assess. Tech.	3
	322	Curriculum Development in MR	3
	440	Practicum—MR	3
	470	Student Teaching—MR	3
 - c. Specific Learning Disabilities K-12 15 sem. hrs.

Ed.	317	Specific Learning Disabilities	3
	321	Diag., Presc. and Assess. Tech.	3
	324	Curriculum Dev. for SLD	3
	441	Practicum—SLD	3
	471	Student Teaching—SLD	3
 - d. Gifted Education K-8 15 sem. hrs.

Ed.	314	The Gifted and Talented	3
	321	Diag., Presc. and Assess. Tech.	3
	323	Curr. Development for Gifted	3
	442	Practicum—Gifted	3
	472	Student Teaching—Gifted	3

B. Subject Specializations Grades 5-8*

(May be added to K-8 Early/Middle program only.) (See course requirements for each specialization in catalog section for that division.)

Art	Language Arts	Science
Consumer and Homemaking Education	Mathematics	Social Studies
Industrial Arts	Oral Communications	French

*Requires Special Methods 431 in the Gr 5-8 specialization. This course must be taken prior to the semester one enrolls in Initial Performance Practicum.

Middle/Adolescent and K-12 Education

General Studies

40 sem. hrs.

English

Min. 15 hrs., Max. 21 hrs.

English*	104	Written English	3
	108	Advanced Written English	3
	250	Survey of English Literature	3
	260	Survey of American Literature	3
Speech	221	Classroom Communication	3

Fine Arts**2 sem. hrs.**

Art	255	History and Appr. of Art
or		
Art	155	Theory of Art (for Art majors)
or		
Music	205	Music Appreciation
or		
Music	207	Beginning Recorder
or	**206	Music Appr. (for Music majors)
or		
Theatre	100	Theatre Appreciation

Approved Electives in Humanities:

Art 155*** or 255 or Music 205
or Music 207 (not used above)

*Prior to enrolling in English 104, Developmental Skills 101 Basic Communications, is strongly recommended for those who do not meet certain minimum standards.

**Music 206 is for Music majors only.

***Art 155 is for Art majors only.

Social Sciences**Min. 12 hrs., Max. 15 hrs.**

Economics	200	Economics	3
Geography	210	Intro to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	111	History of Civilization I	3
	112	History of Civilization II	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3

Science and Mathematics**Min. 9 hrs., Max. 12 hrs.**

Math*	205	Fund. Concepts of Math (required)	3
and			
Phys. Sci.			6
	100	Scientific Methodology (required)	2
and select two of the following:			
	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2
or			
Biology	101	Intro. to Biology	4
	102	Intro. to Biology	4
or			
Biology	103	Intro. to Envir. Biology	4
or			
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
or			
Chemistry	105	Chemical Principles	5
	106	Chemical Principles	5
or			
Geology	101	General Geology	3
	102	General Geology	3
or			
Physics	101	Intro. to Physics	4
	102	Intro. to Physics	4

*Not required for students who complete a Math 5-8 or 5-12 teaching specialization. Math 115 fulfills this requirement.

Physical Education **Min. 2 hrs.**

P.Ed.	102-170	Physical Education Activity	1
	101	Basic Physio Conditioning-Health	1

Professional Education-Middle/Adolescent and K-12 **31 sem. hrs.**

Education	200	Intro. to Education	3
	302	Human Growth and Development	3
	303	Educational Psychology	3
	304	Developmental Reading	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3
	432	Evaluation Techniques in the Secondary School	2
	433	Planning, Instruction, Management in the Secondary School	3
Sp. Meth.	*431	Special Methods (in subject specialization)	3
Education	450	St. Teaching Exp. (Secondary)	8
	or		
	421	St. Teaching Exp. (K-12) (elem.)	4
	422	St. Teaching Exp. (K-12) (elem.)	4

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials must be completed for both specializations. The student teaching assignments must also include teaching experience at each developmental level to be named on the license.

Middle/Adolescent Education Program Options

A. Grades 5-12, Single Specializations Division (two specializations required)

Art	Fine Arts
Behavior Disorders*	Education
Biology	Science and Mathematics
Business Education, Secretarial	Commerce
Business Education, Business Principles	Commerce
Chemistry	Science and Mathematics
English—Language Arts	Language and Literature
French	Language and Literature
Gifted Education*	Education
General Science	Science and Mathematics
Technology Education	Technology
Mental Retardation**	Education
Oral Communications	Fine Arts
Physical Education	HPERS
Physics	Science and Mathematics

*See specific program requirements as illustrated under Multi-Subjects Education Program Options.

**May be added to Consumer and Homemaking Education, I.A. Technology grades 5-12 or Art, Music, Physical Education grades K-12 only.

B. Grades 5-12, Comprehensive Specializations (no additional specialization required)

Business Education	Commerce
Consumer and Homemaking Education	Technology/Home Economics
Mathematics	Science and Mathematics
Technology Education	Technology
Social Studies	Social Science

C. Grades 5-8 Specializations**(must be combined with single or comprehensive specialization)**

Consumer and Homemaking Education	Technology/Economics
Language Arts	Language and Literature
Social Studies	Social Science

D. Grades K-12 Specializations

Art—No second specialization required	Fine Arts
Health—Must add 5-8, 5-12; or K-12 field	HPERS
Music—No second specialization required	Fine Arts
Physical Education—Must add 5-8, 5-12, or K-12 field	HPERS
School Library-Media—May be added to 5-12 or K-8	Language and Literature

Health Science

The Division of Education/Health, Physical Education, Recreation, and Safety offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Major**58 sem. hrs.****Course Requirements**

Health	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101 and Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
	450	Field Practicum in Public Health	4

Major-Related Requirements

Physical Ed.	211	Anatomy and Physiology (PR: Biology 101, 102)	4
Emer.Med.Ser.	100	Emergency Medical Training	4
Safety	203	General Safety Education	3
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
Psychology	210	Personal Adjustment	3
	250	Community Psychology	3
Sociology	200	Social Problems	3
	230	Social Psychology	3
Education	220	Areas of Exceptionality in Special Education	3

Minor-Health Science 20 sem. hrs.

Health	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101, Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2

The Division of Health, Physical Education, Recreation and Safety offers a Bachelor of Arts Degree in Health Education K-12.

Teaching Field in Health Education K-12**Course Requiements 39 sem. hrs.**

Health	100	Personal Health	2
	150	Introduction to Health Science	2
	200	Foundations of Health Education	2
	202	Community Health Problems	3
	310	School Health Programs	3
	370	Contemporary Health Issues	3
	400	Methods in Elementary Health Instruction	2
	410	Seminar in Public Health Education	4
	431	Methods and Materials in Health Education	3
Physical Ed.	211	Anatomy and Physiology	4
Safety	101	First Aid	2
	203	General Safety Education	3

Electives - Select six hours from one of the following groups.

Health	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
		or	
Education	220	Areas of Exceptionality in Special Education	3
	221	Education of Exceptional Children	3

Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades 5 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science—Physical Education

Major

Course Requirements			43 sem. hrs.
Sport Science			13
Physical Ed.	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Biomechanics (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3
Sport Theory			4
Physical Ed.	121	Intro. Seminar in Educational Sport	2
	222	Foundations of Educational Sport (PR: PE 121)	2
Sport Laboratory			12
Physical Ed.	231	Early Psychomotor Activities (PR: PE 121, Majors Only)	2
	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only)	2
		Minimum 8 hours	
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	146	Folk and Square Dance	2
Related Science			8
Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4
Required Electives (Select Two)			6
Psychology	230	Social Psychology	3
	240	Statistics	3
Sociology	301	Anthropology	3

Minor**Course Requirements****35 sem. hrs.****Sport Science****13**

Physical Ed.	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Biomechanics (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory**4**

Physical Ed.	121	Introductory Seminar in Educational Sport	2
	222	Foundations of Educational Sport	2

Sport Laboratory**10**

Physical Ed.	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2

Minimum 8 hours

	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/ Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	146	Folk and Square Dance	2

Related Science**8**

Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4

Teaching Field in Physical Education**Single Teaching Field 5-12****41 sem. hrs.****Course Requirements****Sport Science****13**

Physical Ed.	*211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	*212	Physiology of Exercise (PR: PE 211)	3
	*313	Biomechanics (PR: PE 211)	3
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory**13**

Physical Ed.	*121	Introductory Seminar in Educational Sport	2
	*222	Foundations of Educational Sport (PR: PE 121) ..	2
	*223	Evolution of Instruction in Sport (PR: PE 222) ..	3
	*324	Educational Sport (PR: PE 222, 223)	3
	*325	Psychomotor Analysis Lab (PR: PE 231 and 324)	3

Sport Laboratory**12**

Physical Ed.	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
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	*232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	*233	Advanced Aquatics and Lifesaving (PR: PE 121, Majors Only, Consent)	2
		Minimum 8 hours	
	*234	Individual and Dual Sports (PR: PE 231)	2
	*235	Team Sports—Men's Regulations (PR: PE 231)	2
	*236	Team Sports—Women's Regulations (PR: PE 231)	2
	*237	Gymnastics—Men's Regulations (PR: PE 231) . . .	2
	*238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	*146	Folk and Square Dance	2
Physical Ed.	*431	Methods and Materials in Teaching Physical Education	3

*Must be completed prior to the Initial Performance Practicum.

Subject Specialization K-12

44 sem. hrs.

Course Requirements

Sport Science			13
Physical Ed.	*211	Anatomy and Physiology (PR: Biology 101-102)	4
	*212	Physiology of Exercise (PR: PE 211)	3
	*313	Biomechanics (PR: PE 211)	3
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 211)	3
Sport Theory			13
Physical Ed.	*121	Introductory Seminar in Educational Sport	2
	*222	Foundations of Educational Sport (PR: PE 121)	2
	*223	Evaluation of Instruction in Sport (PR: PE 222)	3
	*324	Educational Sport (PR: PE 222, 223)	3
	*325	Psychomotor Analysis Lab (PR: PE 231, PE 324)	3
Sport Laboratory			12
Physical Ed.	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
	*232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	*233	Advanced Aquatics-Lifesaving (PR: PE 121, Majors Only, Consent)	2
		Minimum 8 hours	
	*234	Individual and Dual Sports (PR: PE 231)	2
	*235	Team Sports—Men's Regulations (PR: PE 231) . . .	2
	*236	Team Sports—Women's Regulations (PR: PE 231)	2
	*237	Gymnastics—Men's Regulations (PR: PE 231) . . .	2
	*238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Recreation	*146	Folk and Square Dance	2
Related Requirements			6
Health	*204	Health/Safety Seminar	3
Physical Ed.	*431	Methods and Materials in Teaching Physical Education	3

*Must be completed prior to the Initial Performance Practicum.

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees

24 sem. hrs.

Course Requirements

Recreation	141	Introduction to Recreation	3
	143	Outdoor Recreation	3
	144	Group Leadership (PR: REC 141)	3
	145	Program Planning and Organization (PR: REC 141)	2
	146	Folk and Square Dance	2
	301	Day Camp Administration (Summer Sessions Only)	3
Physical Ed.	234	Individual and Dual Sports	2
Safety	200	Accident Analysis and Emergency Care	2
			Minimum 2 hours
Physical Ed.	232	Basic Aquatics	2
	233	Advanced Aquatics—Lifesaving	2
	381	Water Safety Instructors	2
			Minimum 2 hours
	235	Team Sports—Men's Regulations	2
	236	Team Sports—Women's Regulations	2

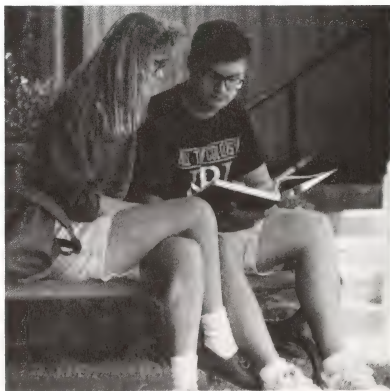
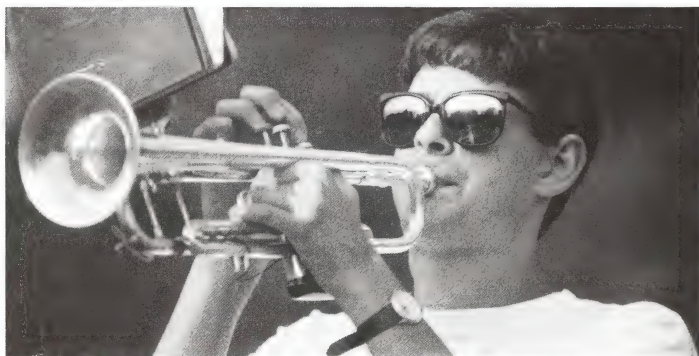
Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements

15 sem. hrs.

Physical Ed.	355	Scientific Foundations of Sport Coaching	4
	356	Administration and Coaching of Sport	3
	357	Medical-Legal Aspects of Sport Coaching	2
	358	Techniques of Sport Coaching	6



Fine Arts

(Art, Music, Speech Communication and Theatre)

All programs in Art, Music, and Speech Communication and Theatre have a strong performance orientation. Students earning a major in these areas of study must periodically demonstrate through public performance mastery of concepts and content studied.

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

Minor 24 sem. hrs.

History of Art Courses (See Courses of Instruction)	5
Studio Work Courses (See Courses of Instruction)	19

Teaching Fields

Art Specialization K-12 58 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	262	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	284	Modeling and Sculpture	3
	355	Problems in Teaching Art I	2
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	384	Pottery	3
	470	Senior Exhibit	1
	*431	Methods and Materials in Teaching Art	3

Electives to be selected from the following studio courses:

Painting: Art 361, 362, 364, 461, 462, 463.

Pottery: Art 464. Sculpture: Art 465.

Graphics: Art 341. Area Studies: Art 467, 468, 469

Art Single Teaching Field 5-12**38 sem. hrs.****Required Courses**

Art	*140	Art Structure and Applied Design.....	3
	*141	Art Structure and Applied Design.....	3
	*142	Drawing	3
	241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	470	Senior Exhibit	1
	*431	Methods and Materials in Teaching Art	3

Art Subject Specialization 5-8**33 sem. hrs.****Required Courses**

Art	*140	Art Structure and Applied Design.....	3
	*141	Art Structure and Applied Design.....	3
	*142	Drawing	3
	155	Theory of Art	2
	*241	Drawing from Life	3
	*283	Modeling and Sculpture	3
	353	Elementary Art Education I.....	2
	354	Elementary Art Education II	2
	*363	Painting in Watercolor	3
	*431	Methods and Materials in Teaching Art	3

Electives to be selected from the following courses:

Painting: Art 261, 262, 361, 362, 364. Pottery: Art 383, 384.

Sculpture: Art 285, 465. Graphics: Art 341. History of Art:

Art 278, 377, 378. Area Studies: Art 467, 468, 469

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2+2 program in which successful completion of the associate degree in Commercial Design/Graphics constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major**Course Requirements****90-91 sem. hrs.***

Art	140	Art Structure and Applied Design.....	3
	141	Art Structure and Applied Design.....	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History.....	3
	467	Area Studies in Drawing & Painting	3
	468	Elective in Art	2

Tech.	Drf.-100	Engineering Graphics.....	3
	Gct.-100	Printing Processes Graphics	
		Comon Processes	3
	-200	Image Assembly I.....	3
	-210	Image Transfer Mechanisms I	3
	-230	Layout and Design I	3
	-240	Graphic Arts Photography	3
	-260	Practicum.....	6
	-300	Basic Photography	3
		Beginning Typewriting.....	2
OAdm.	101		
or		or	
OAdm.	102	Intermediate Typewriting/Keyboarding	3
English	109	Technical Report Writing	3
Journ.	240	Reporting	3
	320	Advertising.....	3
	343	Copy Editing and Make-up	3
	312	Publication Problems.....	3

Electives

9 sem. hrs.

GCT	220	Estimating & Cost Analysis	3
	270	Screen Print. *Techniques	3
	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout & Design II	3
	340	Image Trans. Mech. II	3
	410	Printing Techniques	3
	420	Computer Apl. to Graphic Comm	3

*In addition to these 90 program hours, the student must complete the B.S. General Studies Requirements.

Music

The Music Department offers a minor in music for the Bachelor of Arts Degree and a Comprehensive (K-12) Music major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano, and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band, and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, ACDA, Kappa Kappa Psi, and Sigma Alpha Iota, professional sorority for women music students.

The Music Department is housed in Wallman Hall. It is well equipped with musical instruments and materials and its facilities include an electronic piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall Auditorium.

Requirements**Minor****26 sem. hrs.****Required Courses**

Music Theory:	8
Music 109 & 110 Theory, Comprehensive (Music 108 Beginning Theory may be recommended as elective)	
Appreciation:	3
Music 206, Music Appreciation for Majors	
Conducting:	2
Music 245, Fundamentals of Conducting	
Participation:	4
Music 167, 168, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)	
Applied Music:	9
*Music 105 or 107, Piano (minimum 4 hours, proficiency exam)	4
**Music 139, Class Voice	1
(Music 103, 107, 141, 177-197)	4
All four hours in same course number)	
*Music minors with a piano emphasis may substitute four hours credit in music elective.	
**Music minors with a vocal emphasis may substitute one hour credit in a music elective.	

Curriculum for Teaching Specialization in Music

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12**63 sem. hrs.**

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

Theory, Comprehensive:	18 sem. hrs.
Music 109, 110, 209, 210 Comprehensive Theory*	16
Music 309, Orchestration*	2
History and Appreciation:	9 sem. hrs.
Music 101, Recitals and Seminar (each semester)*	N/C
Music 206, Music Appreciation for Majors*	3
Music 313, 314 Music History*	6
Conducting:	4 sem. hrs.
Music 245, Fundamentals of Conducting*	2
Music 347, Advanced Conducting (Instrumental and Choral)*	2
Participation:	4 sem. hrs.
Music 167, 168, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)*****	
Applied Music and Classes:	19 sem. hrs.
Applied Major (Emphasis)	
I-VII*	7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice	
Instrumental Classes	5
211, String Class I-II*	1
(Recommended all majors take 211-II)	
213-I Brass Class*	1
215-I Woodwind Class*	1
217 I Percussion Class*	1
170-171 Lab Band-Orch.**	1
Music 440, Senior Recital	1
(See FSC Music Supplement for applied requirements)	

Additional Requirements6**Choral Emphasis:**

Instrumental Class II1

or Music 320, Keyboard Accomp.***Piano***

105, I-II, Piano Class*2

107, I, II, III Piano3

Instrumental Emphasis:

Instrumental Class II1

Note: Brass Majors must take 215 and 415, Woodwind

majors must take 213, Percussion majors must take

213 and 413 and 215 and 415, and may be excused

from 217 by passing rhythmic reading proficiency.

Piano***105, I and II, Piano2

Class* 107, I-II, Piano2

139 Voice Class1

Piano and Organ Major:

Instrumental Class II1

or 103 Organ or 320 Keyboard Accompanying.

Applied Minor (Instrumental or Voice).....4

139 Voice Class1

Music Education: 9 sem. hrs.

Music 328, Elementary Music Methods, Materials

and Administration*2

Music 429, Instrumental Methods, Materials

and Administration*2

Music 430, Choral Methods, Materials

and Administration*2

Music 431, Methods and Materials in Teaching Music*3

Note:

All Music majors with an instrumental emphasis must take Band their freshman and sophomore years and at least one semester of chorus is recommended.

All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Music majors are required to enroll for two semesters of Laboratory Band-Orchestra.

***Piano proficiency is required of all music students and is certified by an examination. The examination may be attempted upon completion of one or more hours of piano study. If successful the student may substitute other music electives for the remaining hours. If the examination is failed, the student must continue to take piano lessons until the proficiency exam is passed.

****Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

*****A music major or minor, in addition to the four hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices for developing their knowledge and skills through study and performance. Oral communication skills dominate individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop oral communication competence and expertise which will prepare them to meet employment and societal responsibilities.

The goal of all curricular and co-curricular activities in the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide variety of oral communication events. Co-curricular activities offered by this depart-

ment are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A Bachelor of Arts major degree program in Speech Communication, a liberal arts program, which can be paired with any academic minor desired by the student.
3. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
4. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
5. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communications (Speech Communication and Theatre).
6. Bachelor of Arts in Education, Subject specialization, grades 5-8 in Oral Communications (Speech Communication and Theatre).

The co-curricular activities of this department are open to all students.

For detailed information see Forensics and Theatre under Student Services and Organizations in this catalog.

Bachelor of Arts in Speech Communication

38 sem. hrs.

Required Courses

33 sem. hrs.

Speech	105	Voice & Diction	3
	171	Intro. to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Communication	2
Theatre	220	Oral Interpretation	2
Speech	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3
	241	Argumentation & Debate	3
	303	Listening: Theory & Practice	3
	337	Persuasive Communication	2
	345	Oratory	1
	361	Speaking for Business & Professionals	3
		or	
	369	Communication in Organization	3
	421	Extemporaneous Speaking	1
	459	Speech Correction	3
	469	Seminar in Ethical & Legal Issues of Communication	3

Electives (only 3 credits are allowed from any one course)

5

Speech	103	Listening Skill	1	
	249/449	Intercollegiate Debate Practicum	1	(I-VIII)
	271/272	Broadcast Practicum	1	
	439	Public Speaking Practicum	1	(I-VIII)
	491	Directed Study	1-4	
	199	Special Topics in Speech Communication	1-12	

	361	Speaking for Business & Professionals	3	
		or		
	369	Communication in Organizations	3	
Theatre	228/428	Oral Interpretation Practicum	1	(I-VIII)

Speech Communication Minor**25 sem. hrs.****Required Courses****22 sem. hrs.**

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Speech Communication	3
	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3
	241	Argumentation and Debate	3
	337	Persuasive Communication	2
	345/421	Oratory/Extemporaneous Speaking	1
	459	Speech Correction	3

Electives**3 sem. hrs.**

Speech Com.	103	Listening Skills	1
	249 or	Intercollegiate Debate I-IV	
	439 or	Public Speaking Practicum I-VIII	
	449	Intercollegiate Debate I-IV	1
	199	Special Topics	1
	303	Listening Theory & Practice	3
	361	Speaking for Business and Professionals	3
	369	Communication in Organizations	3
	469	Seminar in Ethical and Legal Issues of Communication	3
	491	Directed Study in Speech Com	1

1. Elective Courses in Speech Communication may be selected from the Speech Communication course offerings.

2. Recommended Related Courses

English 319, Journalism 270, Psychology 201, Psychology 240.

Bachelor of Arts in Theatre**35 sem. hrs.****Required Courses****25 sem. hrs.**

Speech Com.	105	Voice and Diction	3
Theatre	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatre Production	2
	148 ¹	Theatre Workshop	1
	212	Theatre Makeup	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Th. Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1
Electives in Theatre*	2 ²		10

1. One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatre Production). Previously acquired credit will not fulfill the requirement.

2. At least 5 hours in Theatre electives must be in upper division courses.

Theatre Minor**25 sem. hrs.**

Speech Com.	105	Voice and Diction	3
Theatre	110 or 100	Introduction to Theatre or Theatre Appreciation	2
	114	Body Training and Stage Movement	2
	140	Theatrical Production	2
	148*	Theatre Workshop I-IV	1
	212	Theatrical Make-up	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Theatrical Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Theatre 148 or 348 taken separately from Theatre 140 will not fulfill the requirement.

Elective Courses in Theatre

May be selected from any of the Theatre course offerings listed.

Recommended Related Courses for Theatre Majors and Minors

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

Performance

In order that a student majoring or minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level of proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Town and Gown Players, Masquers, Jr., or studio theatre presentations.

Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.

Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.

Radio/TV: acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Teaching Field in Oral Communications
(Speech Communication and Theatre)
Single Teaching Field, Grades 5-12**39 sem. hrs.****Required Courses****34 hrs.**

Speech Com.	*105	Voice and Diction	3
	*171	Introduction to Broadcasting	2

Speech Com.	*221	Classroom Communication.....	3
	*337	Persuasive Communication.....	2
	*241	Argumentation and Debate	3
	*345	Oratory	1
	459	Speech Correction	3
Theatre**	*140	Theatrical Production	2
	*148	Theatre Workshop	1
	*220	Oral Interpretation	2
	*230	Acting	2
	*336	Theatrical Directing	2
	350	Children's Drama	3
	354	Creative Drama Production	1
	*438	Theatrical Directing Practicum	1
	***431	Methods and Materials for Teaching Speech Communication and Theatre	3

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431 must be taken during the Initial Performance Practicum. It must be taken in either the junior or senior year by all oral communications majors.

Elective Courses

5 sem. hrs.

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

Oral Communications, Subject Specialization 5-8

27-28 sem. hrs.

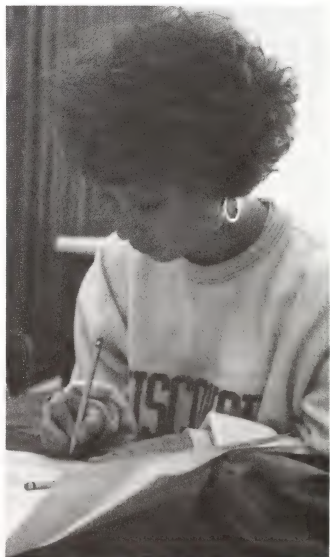
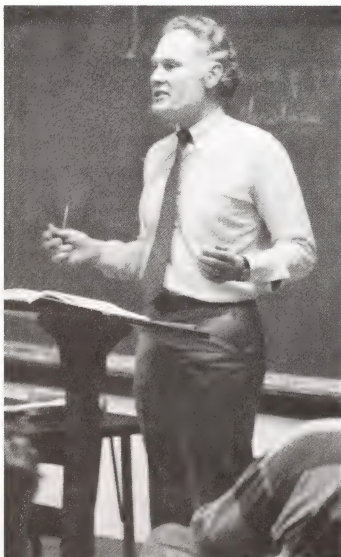
Required Courses

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	221	Classroom Communication.....	3
Theatre	220	Oral Interpretation	2
Speech Com.	337	Persuasive Communication.....	2
or			
	231	Small Group Communication	3
or			
	235	Interpersonal Communication	3
Theatre	230	Acting	2
	336	Directing.....	2
	438	Directing Prac	1
	350	Children's Drama	3
	354	Creative Drama Practicum	1
Speech Com.	459	Speech Correction	3
	*431	Methods and Materials in Teaching Speech Communication and Theatre	3

Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 5-12 or 5-8) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Professional Block by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary cocurricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Performance Areas-(see list on page 93)



Language and Literature

(English, French, Spanish, Journalism,
and Library Science)

English

The English program provides instruction in the English language and literature as part of the College's general requirements. In addition, the department offers a bachelor of arts degree and three teaching specializations in English education. Two minors, one in business and technical writing and one in literature, are also available. Students in any program may select from a variety of courses to enhance their knowledge of English.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 25 or higher on the English section of the Enhanced ACT or 470 on the English section of the SAT.

Major in English—Bachelor of Arts

30 sem. hrs.

Preliminaries: In addition to the General Studies requirements in English (Eng. 104, 108, 250, 260), the major is required to complete 30 hours of English courses beyond the 200 level, according to the following plan:

Section 1. All students must take:

English 315, Shakespeare.....	3
English 341, Survey of World Literature	3

Section 2. Students must select one course from each of the following groups:

Group A

(Select one).....	3
-------------------	---

English 353, Eighteenth-Century Literature

420, Seventeenth-Century Literature

421, Chaucer*

Group B

(Select one).....	3
-------------------	---

English 311, Literature of the Romantic Period

312, Literature of the Victorian Period

346, The British Novel

Group C

(Select one).....	3
-------------------	---

English 319, General Semantics

321, Study of the English Language

421, Chaucer*

Group D

(Select one).....	3
-------------------	---

English 302, Narrative and Descriptive Writing

413, Expository Writing

Group E

(Select one).....	3
-------------------	---

English 347, The American Novel

350, American Prose

360, Major American Poets

Group F

(Select one).....	3
English 318, Modern Drama	
343, The Current Scene in Literature	

*Chaucer may be counted only once, either in Group A or C.

Section 3. Six additional hours must be selected from among the groups in Section 2 or from a combination of those and the following courses.....6

English 322, The Short Story	
342, Survey of World Literature	
348, The Bible as Literature	
351, Minority Literature	
352, Southern Literature	
372, The Art of the Motion Picture	
376, Civilization-A Personal View	
422, The British Drama	
423, Literary Criticism	

Section 4. The following courses can only be taken as electives. They do not count toward the required 30 hours.

English 207, Children's Literature	
371, Folk Literature	
450, Honors Literature*	
460, Independent Studies	

*To enroll, a student must have the consent of the Honors Committee.

Minor in English**18 sem. hrs.**

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor is required to complete 18 hours in English courses beyond the 200 level, according to the following plan:

Required Courses on the 300-400 level:**18 sem. hrs.**

English 315, Shakespeare	3
341, Survey of World Literature	3
One course selected from Groups A or B, above	3
One course selected from Groups C or D, above	3
Two courses, 300-400, selected from Sections 1-3, above	6

OR**Minor in Business and Technical Writing****18 sem. hrs.**

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor taking this option is required to complete 18 hours in English and journalism courses according to the following plan:

English 109, Technical Report Writing	3
309, Advanced Technical Communication	3
319, General Semantics	3
413, Expository Writing	3
Journalism 240,* Reporting I	3
312, Publication Problems	3

*Journalism 240 should be taken before Journalism 312.

Teaching Field in English and Language Arts

English-Language Arts Single Teaching Field 5-12

40 sem. hrs.

Requirements

Journalism	240	Reporting I	3
Education	*300	Reading Process	2
	*304	Developmental Reading	2
English	315	Shakespeare	3
	319	General Semantics	3
	*321	Study of the English Language	3
	423	Literary Criticism	3
	*431	Methods of Teaching English	3

Selective Requirements (Choose any two courses from the following group.) 6

English	311	Lit. of the Romantic Period
	312	Lit. of the Victorian Period
	353	Eighteenth-Century Lit.
	420	Seventeenth-Century Lit.
	421	Chaucer

Selective Requirements (Choose one course from each of the following groups.)

English	318	Modern Drama or	
	422	The British Drama	3
	346	The British Novel or	
	347	The American Novel	3
	302	Narr. and Descrip. Writing or	
	413	Expository Writing	3
	343	The Current Scene in Lit. or	
	351	Minority Literature or	
	352	Southern Literature or	
	360	Major American Poets	3

English Language Arts Subject Specialization 5-8

31 sem. hrs.

May be added to 5-12 or 9-12 only

Requirements

English	207	Children's Literature	3
	315	Shakespeare	3
	319	General Semantics	3
	*321	Study of the English Language	3
	342	Survey of World Literature	3
	343	The Current Scene in Literature	3
	*431	Methods of Teaching English	3
Education	*300	The Reading Process	2
	*304	Developmental Reading	2

Selective Requirements (Choose from each of the following groups.)

English	351	Minority Literature or	
	352	Southern Literature	3
	302	Narrative and Descr. Writing or	
	413	Expository Writing	3

English-Language Arts Subject Specialization 5-8

24 sem. hrs.

May be added to multi-subjects only

Requirements

English	207	Children's Literature	3
	302	Narrative and Descrip. Writing	3

319	General Semantics	3
*321	Study of the English Language	3
322	The Short Story	3
360	Major American Poets	3
*431	Methods of Teaching English.....	3

Selective Requirements (choose one course from the following group) 3

Library Sci.	210	Lib. Materials for Adolescents
English	341	Survey of World Lit.
	348	The Bible as Literature
	371	Folk Literature

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

(In collaboration with the Foreign Language Department of West Virginia University)

B.A. **30 sem. hrs.**

B.A. in Education **33 sem. hrs.**
(Single Teaching Field, Grades 5-12)

Required Courses

Note that six hours of the starred courses can be taken at West Virginia University. Alternatively, these courses may be taken on the Fairmont State College Campus. See section on Advanced standing, page 17.

French	101	Elementary French I	3
	102	Elementary French II.....	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	*292	Pro-Seminar. First Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each) ...	6
		or	
	**292	Pro-Seminar. Second Option. (Conversation and Contemporary French Culture).....	6
	311	French Composition and Conversation I.....	3
	312	French Composition and Conversation II	3
	314	French Civilization and Culture.....	3
	426	Main Currents of French Literature and Culture	3
	431	Methods and Materials in Teaching French	3
		(Required for the B.A. in Education)	

*France in Perspective and Contemporary Literature may be taken at West Virginia University or Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas. This is optional and may be substituted by taking Option one.

Minor**24 sem. hrs.****Required Courses****15**

101, 102, 201, 202, and either 311 or 312

Electives**9**

Selected from any of the remaining French courses.

French Subject Specialization, Grades 5-8**Required Courses****27 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	292	Pre-Seminar First Option	
		France in Perspective	3
	311	French Composition and Conversation I	3
	312	French Composition and Conversation II	3
	314	French Civilization and Culture	3
	431	Methods and Materials in	
		Teaching French	3

Journalism

The Journalism curriculum provides students with a varied academic program and unlimited choices for practical mass media experience. Academically, students may select from the following Journalism programs:

- **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees offered at this college. The minor provides non-teaching students with two options: the 16-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.
- **Journalism as part of the Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval.

All of these programs provide additional expertise in Journalism through practical experiences through staff work on the award-winning student publications—*The Columns*, the college's weekly newspaper, and *Mound*, the college yearbook, both of which consistently achieve national and state recognition for excellence—and by internships at the local newspaper, the *Times-West Virginian*, where students master usage of video display terminals while gaining reportorial skills as reporters under the supervision of professional journalists.

Students in the Journalism program should consult the Journalism coordinator in 121 Library Building either before enrolling or before the end of their first semester on campus to determine the schedule and sequence of courses and to apply for work on the student publications. Staff work is open to all students.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240, 312, 320, and 343); in English Education (Journalism 240); and in Commercial Design/Graphics Technology (Journalism 320). Students in any of these programs should check with the Journalism coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Attention should be paid to the fact that completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312, 330, 340, 341, and 343. Students should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, The Newspaper and Society, and the History of American Journalism.

Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

The journalism program has five broad objectives: to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material for the media so that graduates are prepared for work in print or broadcast journalism.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees 16 sem. hrs.

Journalism	*240	Reporting I	3
	270	Communications in Society	2
	280	History of American Journalism	3
	312	Publications Problems	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Journalism Minor-Technical Writing Option 18 sem. hrs.

English	109	Technical Report Writing	3
Journalism	*240	Reporting I	3
	343	Copy Editing and Makeup	3
	312	Publications Problems	3
English	319	General Semantics	3

A minimum of three elective hours must be selected from among these courses:

English	413	Expository Writing	3
	309	Advanced Technical Communications	3
	330	Advanced Reporting	3

In addition, the following electives are suggested:

English	309	Advanced Technical Communications	3
	413	Expository Writing	3
Journalism	330	Advanced Reporting	3
	340	Journalism Practice	2
	341	Journalism Practice	2
	320	Principles of Advertising	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools, students who desire a minor that will prepare them for positions in public, academic, and special libraries, and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Minor

24 sem. hrs.

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Lib. Sci.	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	304	Organization and Administration	3
	305	Library in the Educational Process	3
	400	Library Practice	3
English	207	Children's Literature	3
Education	424	Educational Technology	3

Teaching Field as School Librarian

School-Library Media K-12

24 sem. hrs.

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

Lib. Sci.	*200	Reference and Bibliography	3
	*210	Library Materials for Adolescents	3
	*302	Cataloging and Classification	3
	*304	Organization and Administration	3
	*305	Library in the Educational Process	3
	400	Library Practice	3
English	*207	Children's Literature	3
Education	*424	Educational Technology	3

*Must be completed prior to admission to I.P.P.

Spanish

Students taking Spanish courses enroll in a program aimed at developing skills in reading, speaking, understanding, and writing the Spanish language. Information about the cultures of Spain and Latin America forms a part of the courses offered in the program with the view that there will be increased commercial, political, and cultural contact with the Spanish-speaking peoples of the world. See section on Advanced Standing, Page 16.

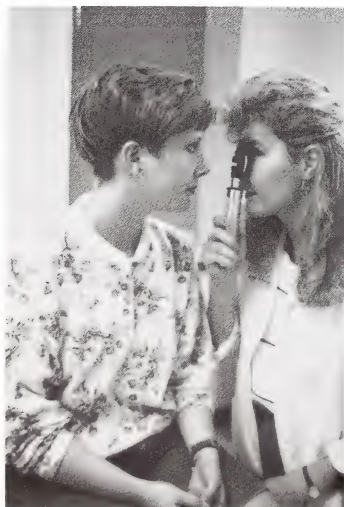
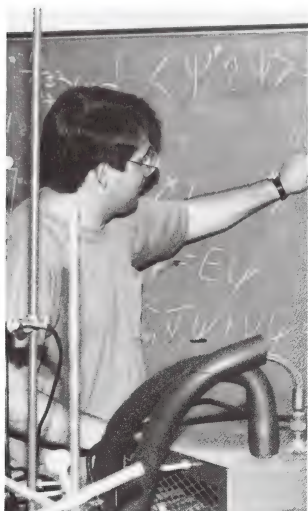
Minor B.A. and B.S. Degrees

18 sem. hrs.

Spanish	101	Elementary Spanish I.....	3
	102	Elementary Spanish II.....	3
	201	Intermediate Spanish I.....	3
	202	Intermediate Spanish II.....	3
	310	Spanish Civilization and Culture.....	3
	320	Latin American Civilization and Culture.....	3







Science and Mathematics/ Health Careers

(Biology, Chemistry, Geology, Mathematics, Physical Science, Physics, and Allied Health Administration)

Biology

The Division of Science and Mathematics offers programs designed to service both undergraduate non-majors and those pursuing major areas of study in the biological sciences. The student may earn a B.A. in Education or a Bachelor of Science degree. The Division employs a highly specialized staff capable of instructing in areas from classical biology to molecular biology. Field research and field studies are highly stressed as integral parts of the overall program. Facilities and equipment are available for independent research by students and/or staff.

All biology laboratories are located on the fourth floor of Hunt-Haught Hall. This modern facility consists of eight student labs with modern equipment including closed-circuit TV, three research rooms, a photographic darkroom, and animal room and a plant house.

Students in both the B.S. and B.A. in Education degree programs are required to complete eight basic courses in biology designed to provide a comprehensive understanding of plant and animal life. Electives may be chosen from a wide range of advanced courses.

Advanced undergraduates are regularly employed as paid laboratory assistants.

Bachelor of Science Degree

Major		56-58 sem. hrs.
Required Courses		27 sem. hrs.
Biology	219	General Zoology4
	220	Invertebrate Zoology4
		or
	221	Vertebrate Zoology4
	230	General Botany4
	310	Cell Biology3
	368	Animal Physiology4
		or
	370	Plant Physiology4
	380	Introduction to Genetics4
	210	Field Biology4
		or
	242	Bio-Ecology4
		or
	285	Field Zoology4
		or
	290	Field Botany3
	490	Seminar in Biology1

Electives* 10 sem. hrs.

Required Related Courses		19-21 sem. hrs.
Chemistry	101, 102	8
	or	
	**105, 106	10
Physics	101, 102	8
Math	112	
	or	
	higher	3

*Ten hours of electives must be selected from the Biology curriculum.

**One unit of high school Chemistry is required for Chemistry 105, 106. Students lacking high school Chemistry must enroll in Chemistry 101 and 102.

Minor		26 sem. hrs.
Biology	219	General Zoology4
	220	Invertebrate Zoology4
		or
	221	Vertebrate Zoology4
	230	General Botany4
	310	Cell Biology3
	368	Animal Physiology4
		or
	370	Plant Physiology4
	380	Introduction to Genetics4
	210	Field Biology
		or
	285	Field Zoology
		or
	290	Field Botany3

Teaching Field in Biology**Single Teaching Field, Grades 9-12** **47 sem. hrs.****Required in Biological Science**

Biology	*219	General Zoology4
	*220	Invertebrate Zoology4
		or
	*221	Vertebrate Zoology4
	*230	General Botany4
	*310	Cell Biology3
	*368	Animal Physiology4
		or
	*370	Plant Physiology4
	*380	Introduction to Genetics4
	*210	Field Studies in Biology3
		or
	242	Bio-Ecology3
		or
	*285	Field Zoology3
		or
	*290	Field Botany3

Electives in Biological Science**4 sem. hrs.****Required Related Courses**

Chemistry	*101, 102	General Chemistry8
Physics	*101	Introduction to Physics4
Geology	*102	General Geology4
Science	*431	Meh. and Mat. in Teaching Science3
(offered only second semester of each year)		

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Chemistry

Two programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Bachelor of Science Degree

Major 64-67 sem. hrs.

Required Courses 44 sem. hrs.

Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	4
	206	Instrumental Analysis	5
	305, 306	Organic Chemistry	10
	405, 406	Physical Chemistry	8
	440	Intermediate Organic Chemistry	3
	450	Intermediate Inorganic Chemistry	3
	460	Seminar	1

Related Courses 20-23 sem. hrs.

Physics	101, 102	Introduction to Physics	8
Mathematics through Calculus III			12-15

Minor 19-20 sem. hrs.

Required Courses

Chemistry 105, 106 and either 205, 206 or 305, 306 (10 hrs.)

Teaching Field in Chemistry

Single Teaching Field, Grades 9-12 37 sem. hrs.

Chemistry	*105, 106	Chemical Principles	10
	*205	Analytical Chemistry	4
	*206	Instrumental Analysis	5
	*305	Organic Chemistry	4
	*340	Physical Approach to Modern Chemistry	3
Physics	*101, 102	Introduction to Physics	8
Science	*431	Meth. and Mat. in Teaching Science (offered only second semester each year)	3
Chemistry	101, 102 103	may be substituted for 105, 106 in all programs.	

*Courses marked with asterisk must be completed prior to admission to the Initial Performance Practicum.

Note: Chemistry 101, 102, and 103 may be substituted for Chemistry 105 and 106 in all programs.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics may satisfy the requirements for at least one of two options: (1) The Bachelor of Science in Mathematics as a preparation for work in computing or for graduate study in computer science. (2) The Bachelor of Arts in Education (with a single teaching field or a subject specialization) as preparation for teaching Mathematics.

Math 116, 315, 316, and 361 are included in the requirements of each of the first three options and should be completed early in the programs.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the stated requirements.

Students should consult with their adviser concerning credit for prerequisites and special examinations for course credit. (See advanced standing credit.)

Major (B.S. Degree) 30 sem. hrs.

Required Courses		21
Math	116	Calculus I4
	315	Calculus II4
	316	Calculus III4
	335	Probability and Statistics3
	361	Abstract Algebra3
	362	Linear Algebra3
Electives in Mathematics		6
(To be selected by student and adviser)		
Related Courses		3
CS	102	Principles of Programming I3

Minor 21 sem. hrs.

Required 116, 315, 316
Electives to be selected with adviser's approval. Three courses from the following with at least one from each group9

Group I

Math	216	Discrete Math3
	335	Probability and Statistics I3
	336	Probability and Statistics II3
	342	Numerical Analysis3
	362	Linear Algebra3
	401	Differential Equations3

Group II

Math	200	Mathematical Logic	3
	206	Introduction to Theory of Numbers	3
	212	Sets, Relations & Functions	3
	361	Abstract Algebra	3
	372	Modern Geometry	3
	391	Introduction to Analysis	3
	411	Advanced Calculus	3

Mathematics Subject Specialization 5-8**22 sem. hrs.**

(General mathematics through Algebra I)

Math	110	Mathematics for Elem. Teachers I	3
	210	Mathematics for Elem. Teachers II	3
	115	Intermediate Mathematics II	4
	372	Modern Geometry	
		or	
	323	Mathematics for Elem. Teachers III	3
	212	Sets, Relations and Functions	
		or	
	361	Abstract Algebra	3
	*431	Methods and Materials in Teaching	
		Mathematics	3
CS	100	Intro. to Electronic Data Processing	
		or	
CS	102	Principles of Programming I	3

Comprehensive Teaching Field 5-12**40 sem. hrs.**

Math	115	Intermed. Math II	4
	116	Calculus I	4
	315	Calculus II	4
	316	Calculus III	4
	361	Abstract Algebra	3
	372	Modern Geometry	3
	*431	Meth. and Mat. Teaching Math	3
CS	102	Prin. of Programming I	3
CS		Elective	3

Electives from the following courses 9

Math	200	Mathematical Logic	3
	201	Mathematical Logic	3
	206	Intro. to Theory of Numbers	3
	212	Sets, Relations, and Functions	3
	214	History of Math	3
	216	Introduction to Discrete Mathematics	3
	335	Probability and Statistics	3
	342	Numerical Analysis	3
	362	Linear Algebra	3
	375	Topology	3
	391	Intro. to Analysis	3
	401	Differential Equations	3
	411	Advanced Calculus	3
	413	Intro. to Complex Variables	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Physics-Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

A B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees

31 hours

Required Courses

Physics 101, 102, and 310
 Physics 320, 321, or 420, 421
 Physics 340
 Mathematics 112, 115, and 116

Teaching Fields in Physics and General Science

Single Teaching Field

Physics Single Teaching Field, grades 9-12 34 sem. hrs.

Chemistry	*101	General Chemistry	4
	*102	General Chemistry	4
Physics	*101	Introduction to Physics	4
	*102	Introduction to Physics	4
	201	Demonstrations in Physics	2
	*310	Electricity and Electronics	4
		Electives	9
		Physics 6-9 hrs.	
		Chemistry 0-3 hrs.	
Science	*431	Methods and Materials in Teaching Science	3
		(offered only second semester of each year)	

General Science Single Teaching Field 5-12 38 sem. hrs.

Biology	*101 and 102 or 103	8
Chemistry	*101-102	8
Geology	*101-102	8
Physics	*101-102	8
	*202	3
Phys. Sci.	*431	3

General Science Subject Specialization 5-8 32 sem. hrs.

Phys. Sci.	*100	2
	*103	2
	*105	2
Biology	*101 and 102 or 103	8
	*210 or 285 or 290	3
	*170	4
Phys. Sci.	*201-202	6
	*412	2
	*431	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Bachelor of Science Degree in Allied Health Administration (For students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide practicing clinical level health professionals with the education to become lower and middle level supervisors and managers in health care agencies. It is specifically designed for health service practitioners with an Associate in Science or Associate in Applied Science Degree who need administrative skills.

Successful completion of the applicable associate degree curriculum constitutes the first two years of this program. Students with associate degrees in any health career area will be given consideration.

To be eligible for admission to the Bachelor of Science Degree Programs in Allied Health Administration, a student must have an Associate Degree in a health related field from a college accredited by a regional association of colleges and schools.

The program is in effect a B.S. in Allied Health Administration with the associate degree in the health care profession serving as the minor. Requirements include general studies courses, business courses and core Allied Health courses. The Program may be completed on a full-time or part-time student basis.

B.S. Allied Health Administration Minor in Medical Laboratory Technology

Course Requirements

135 Sem. hrs.

Semester 5

English*	250	Survey of English Literature	3
Social Science/History*		3
Fine Arts*		2
Allied Health	102	Pathophysiology of Disease	3
Chemistry	305	Organic Chemistry	4
			15

Semester 6

English*	260	Survey of American Literature	3
Social Science/History*		3
Physical Ed.*		Any basic activity course	1
Management	308	Personnel Management	3
Chemistry	306	Organic Chemistry	4
			14

Semester 7

Allied Health	427	Health Record Administration	3
Economics	201	Economic Principles and Problems	3
Allied Health	301	Health Care Organizations	3
Management	209	Principles of Management	3
Biology	219	Zoology	4
			16

Semester 8

Biology	220	Invertebrate Zoology	
or			
Biology	221	Vertebrate Zoology	4

Speech*	100	Introduction to Speech	3
Allied Health	302	Management Prob. of Health Care Delivery System	3
Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
			17

Electives

CS	100	Introduction to Electronic Data Processing
or		
CS	102	Principles of Computer Programming
Allied Health	100	Medical Terminology
	199	Special Topics in Allied Health
Business	310	Statistics

*General Studies Requirement.

B.S. in Allied Health Administration Minor in Medical Record Technology

Course Requirements**128-130 Sem. hrs.****Semester 5**

English*	250	Survey of English Literature	3
Fine Arts*		2
Economics	201	Economic Principles and Problems	3
Science/Math* (Take one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Elective			3
			14-15

Semester 6

English*	260	Survey of English Literature	3
Allied Health	372	Legal and Medical Ethics	3
Physical Education*		Any basic activity course	1
Science/Math* (Continue one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Management	308	Personnel Management	3
Elective			3
			16-17

Semester 7

Allied Health	301	Health Care Organization	3
Speech*	100	Introduction to Speech Communication	3
Management	209	Principles of Management	3
Business (Take one of the following courses):			3
Business 141		Business Mathematics	
306		Business Law	
Office Administration 251		Business Communications	
231		Principles of Word Processing	
Elective			3
			15

Semester 8

Allied Health	302	Management Problems of Health Care Delivery Systems	3
	401	Allied Health Practicum and Seminar	4
Management	390	Human Behavior in Organization	3
History/Social Science*		3
Elective			3
			16

*General Studies Requirement.

B.S. in Allied Health Administration Minor in Nursing

Course Requirements

137 Sem. hrs.

Semester 5

English*	250	Survey of English Literature	3
Fine Arts*		2
Economics	201	Economic Principles and Problems	3
Sociology	200	Social Problems	3
Science or Math*		3-4
Allied Health	301	Health Care Organizations	3
			17-18

Semester 6

English*	260	Survey of American Literature	3
CS	100	Introduction to Electronic Data Processing	3
or			
CS	102	Principles of Computer Programming	3
Science or Math*		3-4
Management	209	Principles of Management	3
Speech Com.	100	Introduction to Speech Communication	3
			15-16

Semester 7

Psychology (Take one of the following courses):			3
Psychology**	230	Social Psychology (Sociology 230)	
	260	Industrial and Personnel Psychology	
	330	Developmental Psychology	
	350	Physiology Psychology	
Business (Take one of the following courses):			3
Business	206	Business Law	
Management	390	Human Behavior in Organization	
Speech Communication (Take one of the following courses):			2-3
Speech	215	Nonverbal Communication	2
	231	Small Group Communication	3
	235	Interpersonal Communication	3
	361	Speech for Professionals	3
	369	Com. in Organizations	3
Management	308	Personnel Management	3
Allied Health	427	Health Records Administration	3
Physical Education*		Any basic activity course	1
			15-16

Semester 8

Elective			3
Sociology (Take one of the following courses):			3
Sociology*	230	Social Psychology (Psychology 230)	
	310	Sociology of the Family	
	340	Juvenile Delinquency	
	450	Minority Groups	
Allied Health	372	Legal and Medical Ethics	3
	302	Management Problems of the Health Care Delivery System	3
	401	Allied Health Practicum and Seminar	4
			16

*General Studies Requirement.

**Sociology 230 and Psychology 230 may not be used to meet both Psychology and Sociology requirements.

B.S. in Allied Health Administration Minor in Veterinary Technology**

Course Requirements

137 Sem. hrs.

Semester 5

Allied Health	301	Health Care Organizations	3
Management	308	Personnel Management	3
Economics	201	Economic Principles and Problems	3
English*	250	Survey of English Literature	3
Speech Com.	103	Listening Skills	1
Science*	(Take one of the following series):		3-5
	Chemistry 105 (5 hours) and Chemistry 106 (5 hours)		
	Math 111 (3 hours) and Math 112 (3 hours)		
	Physics 101 (4 hours) and Physics 102 (4 hours)		

16-18

Semester 6

Allied Health	302	Management Problems of the Health Care Delivery System ...	3
Management	209	Principles of Management	3
Science*	(Continue one of the series as listed above — Semester 5)		3-5
Physical Education*		Any basic activity course	1
History and Social Science*			3
English*	260	Survey of American Literature	3

15-17

Semester 7

Allied Health	427	Health Records Administration	3
Accounting	201	Principles of Accounting	3
Allied Health	412	Veterinary Law & Ethics	1
CS	100	Intro. to Electronic Data Processing	3
or			
CS	102	Principles of Computer Programming	3
Management	(Take two of the following courses):		6
	ECON 202 Economic Principles and Problems		
	MARKETING 300 Retailing		
	MANAGEMENT 305 Small Business Management		
	ACCOUNTING 202 Principles of Accounting II		
	BUSINESS 206 Business Law		

16

Semester 8

Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
Fine Arts*			2
Management	(Take one of the courses listed in Semester 7 above)		3
Communication	(Take one of the following courses):		2-3
	Speech Communication 215 Non-Verbal Communication 2		
	231 Small Group Communication 3		
	235 Interpersonal Communication 3		
	361 Speech for Professionals 3		

14-15

*General Studies Requirement.

**Animal Health Technology Minor from any institution.

Nursing

(Bachelor of Science)

The Bachelor of Science in Nursing Program is designed for registered nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of clinical generalist, client advocate, leader, collaborator, research participant and lifelong learner.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 132 approved credit hours is required. This includes 29 upper division nursing credits. The program can be completed in two full-time academic years if the lower division requirements have been completed in advance. Students may enroll on a full-time or part-time basis. Nursing courses will be offered in the evening when possible.

Graduates of a diploma nursing program will receive credit for lower division nursing courses by successfully completing selected NLN mobility examinations.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission requirements of Fairmont State College.
2. Hold a license to practice as a registered nurse.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Director of Admissions by March 1 in order to be considered for admission for the following academic year. The following information must also be submitted by the same date:
 - a. Official high school transcript or GED scores.
 - b. Official college or diploma program transcripts.
 - c. Short resume including education and work experience since graduation.
 - d. Evidence of current CPR certification (must be provided prior to beginning clinical courses).
 - e. Completed health form (required for final approval).
4. Complete successfully lower division requirements as indicated prior to admission to clinical nursing courses.
5. Have transfer courses evaluated by the Director of Admissions.

Registered nurses who have not completed the required lower division courses are encouraged to contact the Department of Nursing for advisement purposes.

RN Completion Component

The following courses are required for completion of this program. Most of the courses must be completed prior to admission; exceptions to this rule are footnoted following the list of courses:

Allied Health	372	Legal & Medical Ethics	3
		(Nursing 204, Trends in Nursing)	
Biology	170	Anatomy & Physiology	4
	205	Technical Microbiology	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
English	104	Written English	3
	108	Advanced Written English	3

*Fine Arts		General Studies Requirement	2
*Phys. Edu.		General Studies Requirement	1
Pol. Sci.	103	American Government	3
Psychology	101	Intro to Psychology I	3
Sociology	110	Introductory Sociology	3
*Speech	100	Intro to Speech Communication	3

*These courses are not prerequisite to admission. They may be integrated into the student's schedule while enrolled in the program; however, this may extend the length of the program.

Graduates of Fairmont State College associate degree nursing program will receive equivalent credit for courses listed in parentheses if they have been successfully completed.

Model Schedule RN Completion Track

Registered nurses seeking admission to this program must meet the requirements specified above to articulate to the junior level nursing courses.

Junior Year

Fall Semester

Allied Health	102	Pathophysiology of Disease	3
English	250	Survey of English Literature	3
Nursing	220	Health Assessment	4
	250	Professional Nursing Concepts	3
Soc. Science		Elective	3

Select one of the following:

History	280	Intro. to Appalachian Studies
Sociology	200	Social Problems
	230	Social Psychology
	301	Anthropology
	310	Sociology of the Family
Philosophy	200	Introduction to Philosophy
	325	Ethics

Spring Semester

Allied Health	301	Health Care Organizations	3
Economics	200	Economics	3
		or	
	201	Economic Principles & Problems	
Nursing	300	Complex Nursing Situations	4
Psychology	240	Statistics	4

Senior Year

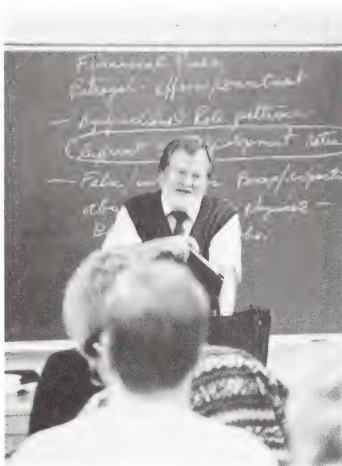
Fall Semester

English	260	Survey of American Literature	3
Management	308	Personnel Management	3
Nursing	400	Research in Nursing Practice	2
	410	Community Health Nursing	6

Spring Semester

Nursing	430	Leadership & Management in	
		Nursing Practice	3
	440	Nursing Practicum	7
		Elective	3





Social Science

(Criminal Justice, Geography, History, Philosophy, Political Science,
Psychology, Social Studies, and Sociology)

Criminal Justice

(Bachelor of Science)

Required Courses 128 hours

Required Criminal Justice 15 sem. hrs.

C.J.	100	Intro. to Criminal Justice	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior & Crisis Intervention	3
	240	Adjudication Process	3
	320	Criminology	3

General Studies Requirements 36 sem. hrs.

Required Courses in Allied Health 4 sem. hrs.

EMS	101	Techniques of Emergency Medical Services	4
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Required Courses in Human Behavior and

Social Environment (Select from the following courses) 21 sem. hrs.

Geography	315	Urban Geography	3
History	343	Urban History	3
Pol. Sci.	204	Intro. to Public Administration	3
	205	State and Local Government	3
	304	American Const. Government and Law	3
	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	494	Interpersonal Dynamics	3
Sociology	200	Social Problems	3
	310	Sociology of the Family	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3

Criminal Justice Concentration (Select One)* 30 sem. hrs.

Law Enforcement—General 30 sem. hrs.

C.J.	101	Police Operations	3
	201	Traffic Law Enforcement	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	2
	209	Firearms	2
	210	Firearms Lab	1
C.J.	236	Criminal Investigation	3

	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	310	Public and Police Administration	3
	316	Community Relations in Crim. Justice	3
	335	Analysis of Police Operations	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	365	Licit and Illicit Drugs	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	425	Evaluation of the Criminal Justice System	3
		Approved Criminal Justice Electives	6
		or	
Security			30 sem. hrs.
C.J.	200	Criminalistics	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	315	Business and Industrial Security	3
	340	Laws of Arrest, Search & Seizure	3
	365	Licit and Illicit Drugs	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	425	Evaluation of the Criminal Justice System	3
Safety	235	Fire Prevention and Inspection	3
		Approved Criminal Justice Electives	6
		or	
Corrections			30 sem. hrs.
C.J.	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigations	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	355	Analysis of Correctional Operations	3
	360	Community Based Corrections	3
	365	Licit & Illicit Drugs	3
	401	Independent Studies	1-3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	420	Juvenile Justice Process	3
	425	Evaluation of the Criminal Justice System	3
Psy.	210	Personal Adjustment	3
		Approved Criminal Justice Electives	6
Criminal Justice Elective Courses (other than required in concentration)			4 sem. hrs.
Minor			18 sem. hrs.
Minor in Political Science, Psychology or Sociology recommended.			

Geography

Geography minors have the opportunity to: (1) acquire an introductory background of geography; (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities and problems, and the resource base; and (3) study spatial variations in physical, social, economic and political phenomena of major and world regions.

Minor B.A. and B.S. Degrees

18 sem. hrs.

Required Courses in Geography

210	Introduction to Geography.....	3
305	Economic Geography.....	3
315	Urban Geography.....	3

Electives

Any other courses in Geography, Geology 101 ..9

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:

- (1) Emphasis on developmental and evolutionary aspects of human experience.
- (2) Examinations of many different fields of human activity.
- (3) Freedom to select from insights and methods of many other fields.

Major

36 sem. hrs.

Required Courses

107, 108	United States History	6
111, 112	History of Civilization.....	6
	History Electives	24

Twenty-four semester hours in history are to be elected with the adviser's approval and must include at least one course from each of the three groups listed below.

Minor

24 sem. hrs.

Required Courses

107, 108	United States History	6
111, 112	History of Civilization.....	6
	History Electives	12

Group I. United States History

280	Introduction to Appalachian Studies	3
302	West Virginia	3
312	Diplomatic History of the United States	3
315	Colonial America	3
316	The American Federal and National Period	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America.....	3
320	American Economic History	3

326	American Constitutional Development.....	3
371	Social History of the United States	3
373	Social History of the American Woman	3
380	Afro-American History and Culture.....	3
381	Blacks in America: 1865 to the Present	3
390	The Ecology of Man	3

Group II. Topical Studies in World History

250	History of Technology	3
331	Revolutions in History	3
342	Diplomatic and Military History	3
343	Urban History	3
344	Great Leaders of the 20th Century	3
375	Philosophy of History	3

Group III. World-Regional Histories

A. *Western Europe*

305	England	3
325	Medieval Europe.....	3
330	Early Modern Europe	3
340	Modern Europe.....	3
341	Recent Europe.....	3
376	Civilization—A Personal View.....	3

B. *Eastern Europe*

453	Russia	3
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C. *Africa*

355	History of Africa	3
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D. *Latin America*

352	History of Latin America	3
455	ABC Powers of Latin America	3

E. *Asia*

424	History of Asia I	3
425	History of Asia II	3

F. *Area Study*

410	Area Study.....	3
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Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees

15 sem. hrs.

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough pre-professional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take Political Science 240 and 470. Programs should be planned in consultation with an adviser, and students are encouraged to explore a variety of courses.

Major 30 sem. hrs.

Required Courses 15 sem. hrs.

103	American Government	3
200	Introduction to Political Science	3
201	Principles of International Relation	3
203	Comparative Government	3
470	Seminar in Political Science	3

Required Electives 15 sem. hrs.

Advanced Political Science courses are to be chosen with adviser's approval.

Minor 18 sem. hrs.

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives	
	Any other Political Science Courses	12

Psychology

The psychology curricula represent the dynamic flux that psychology, the science of behavior, possesses in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personnel Psychology. These programs, founded upon basic psychology courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and section of electives.

Bachelor of Science Alternative Tracks

A. General

Major

37 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
300	Abnormal	3
310	Experimental	3
330	Developmental	3
350	Physiological	3
370	Theories of Learning	3
400	Psychological Assessment	3
460	Seminar	3

B. Industrial-Personnel

Major

46 sem. hrs.

Required General Courses

31 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
260	Industrial and Personnel	3
310	Experiment	3
360	Human Learning	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses

15 sem. hrs.

481	Methods I	3
483	Methods II	3
485	Advanced Psychometrics	3
487	Practicum I	3
489	Practicum II	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

C. Community Service

Major

52 sem. hrs.

Required General Courses

28 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3

240	Statistics	4
250	Community Psychology	3
300	Abnormal	3
330	Developmental	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses**12 sem. hrs.**

491	Psychopathology of Childhood and Adolescence ..	3
493	Aging	3
495	Delinquency	3

Any two of the above three

497	Practicum I	3
498	Practicum II	3

Required Elective Courses**12 sem. hrs.**

Usually courses from disciplines outside of Psychology. Electives are to be decided upon in consultation with and consent of adviser.

Psychology Minor

While the Psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is as a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before requirement, it is the interest of the student to do so.

Minor**18 sem. hrs.****Required Courses**

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
	Any two courses from the 200 level	6
	Any two courses from the 300 or 400 levels ...	6

Social Studies

The Social Studies 5-12 Comprehensive or the Social Studies 5-8 or 7-9 subject specializations are intended for those students preparing to teach in elementary, middle, or secondary schools. This degree program leads to a B.A. in Education and is designed to provide the interdisciplinary foundation necessary for teachers entering an integrated social curriculum. Students desiring to teach a particular subject, such as history, should augment the core requirements with appropriate elective hours.

Teaching Field in Social Studies**Social Studies Comprehensive 5-12****58 sem. hrs.****Core Courses**

History	107, 108	6
	111, 112	6

History	302.....	3
	319.....	3
	341.....	3
Sociology	110.....	3
	200.....	3
	301.....	3
Pol. Sci.	103.....	3
	200.....	3
Geography	210.....	3
	305, 315, 330, 340, 350, 360, 370	3
Economics	200.....	3
Soc. Sci.	*431.....	3
	**499.....	3

In addition, student-teachers are to choose one of the following options:

Option 1. Social Science Advanced Studies **9 sem. hrs.**

These advanced studies in the social sciences allow prospective teachers to explore, understand, and practice the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303

Geography 305, 315, 340, 350, 360, 370

History—All courses except 410

Philosophy—6 hours maximum—200, 250, 300, 325, 350, 375

Political Science 201, 203, 205, 303, 304, 305, 310, 404, 410, 411, 412, 413

Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495

Sociology 230, 310, 330, 340, 430, 450

Option 2: A second teaching field outside the social sciences, grades 5-8, 5-12.

Social Studies Subject Specialization 5-8

42 sem. hrs.

May be added to Multi-Subjects only.

History	107, 108	6
	111, 112	6
	302.....	3
	319.....	3
	341.....	3
Geography	210.....	3
Pol. Sci.	103.....	3
Sociology	110.....	3
Economics	200.....	3
Sociology	301.....	3
Soc. Sci.	*431.....	3
Soc. Sci.	**499.....	3

Social Studies Subject Specialization, grades 5-8

45 sem. hrs.

May be added to 5-12 or 9-12 only.

History	107, 108	6
	111, 112	6
	302.....	3
	319.....	3
	341.....	3
Geography	210.....	3
Pol. Sci.	103.....	3
Sociology	110.....	3
Economics	200.....	3
Sociology	301.....	3
Soc. Sci.	*431.....	3
Soc. Sci.	**499.....	3

In addition, choose one of the following:

History or		
Sociology	381.....	3
History	373.....	3
	371.....	3
	331.....	3
Sociology	200.....	3
Pol. Sci.	200.....	3
	305.....	3
Pol. Sci.		
or Psychology	393.....	3
Pol. Sci.	404.....	3

*Social Science 431 will be offered only in the spring semester. Must be completed prior to admission to the Initial Performance Practicum.

**Social Science 499 will be offered only in the fall semester.

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis

30 sem. hrs.

Required Courses

110	Introductory Sociology	3
200	Social Problems	3
240	Nonparametric Statistics	3
301	Anthropology	3
460	Methods of Social Research	3
470	Sociological Theory	3

Electives in Sociology

12

Minor, General Emphasis

18 sem. hrs.

Required Courses

110	Introductory Sociology	3
200	Social Problems	3
301	Anthropology	3

Electives in Sociology

9

Human Services Emphasis

72 sem. hrs.

The Human Services curriculum is designed to facilitate the acquisition of knowledge from a number of interrelated disciplines. This knowledge will serve as a base for the attainment of attitudes and skills leading to the proficient practice of human service work. Field placement settings and job opportunities exist in the fields of mental health, health, vocational rehabilitation, children and family care, and gerontology.

Required Sociology Courses**39 sem. hrs.**

Sociology	110	Introductory Sociology	3
	200	Social Problems	3
	240	Nonparametric Statistics	3
	301	Anthropology	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3
	460	Methods of Social Research	3
	210	Introduction to Contemporary Human Services ..	3
	300	Human Behavior & Social Environment	3
	302	Intervention Skills in Human Service Practice ..	3
	400	Policy and Planning in Human Services	3
	485	Practicum in Human Services	6

General Studies Requirements**36 sem. hrs.**

The following courses in Social Science are recommended to fulfill the general studies requirement:

History	107	United States History I	3
	108	United States History II	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology I	3

Required Courses in Human Behavior and Social Environment**24 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	212	Abnormal Behavior and Crisis Intervention	3
Pol. Sci.	204	Introduction to Public Administration	3
	205	State and Local Government	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	300	Abnormal	3

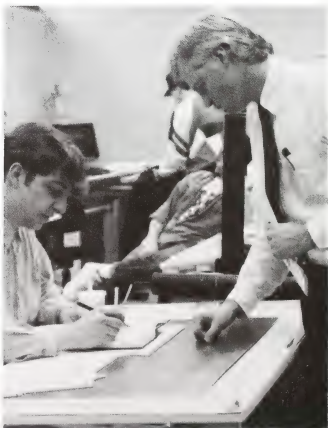
Focused Electives (Select Three Classes)**9 sem. hrs.**

Geog.	305	Economic Geography	3
Allied Health	301	Health Care Organizations	3
	341	Death and Dying	3
Health Ed.	202	Community Health Problems	3
	370	Contemporary Health Issues	3
	412	Drug use—Abuse—Addiction	3
	425	Environmental Health	3
Hm. Ec.	330	Child Care and Development	3
	331	Adolescent Development	3
Pol. Sci.	308	Public Personnel Administration	3
or			
Psychology	260	Industrial and Personnel Psychology	3
	491	Psychopathology of Childhood & Adolescence	3
	493	The Psychology of Aging	3
Spch. Com.	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3

Minor**18-24 sem. hrs.**

Minor in Criminal Justice, Political Science or Psychology recommended.





Technology/Home Economics

Engineering Technologies Bachelor of Science in Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Architectural Engineering Technology

132 sem. hrs.

Requirements—Architecture

102 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
	310	Construction Details	4
	320	Site Planning	2
	400	Design III	4
	410	Design IV	4
	420	Urban Design	3
	430	Mechanical and Electrical Systems	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	310	Structural Analysis and Design	3
Mec	200	Strength of Materials	4
Drafting	215	Architectural Drafting	4
Art	140	Art Structure and Applied Design	3
	142	Drawing	3
Technology Electives (Adviser approved)			6

Civil Engineering Technology (TAC/ABET Accredited)

133 sem. hrs.

Requirements — Civil

103 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Drafting	270	Computer Graphics	3

Mec	320	Dynamics	3
Civ	420	Construction Management	3
Civ	340	Soil Mechanics	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4
	305	Hydraulics	3
	300	Highway Design and Transportation	3
	310	Structural Analysis	3
	230	Construction Estimating	3
	350	Foundation Design	3
	440	Structural Design	3
	460	Water and Waste Water Systems	3
Mec	200	Strength of Materials	4
Mfg	205	Engineering Economy	3
Technology Electives (Adviser approved)			3

Electronics Engineering Technology (TAC/ABET Accredited) 131 sem. hrs.

Requirements—Electronics

104 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Ele	100	Circuit Analysis I	3
Drafting	100	Engineering Graphics	3
Ele	200	Electronics Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communications Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
	300	Advanced Linear Electronics	3
	310	Advanced Microcomputer Systems	3
	400	Senior Electronics Project	3
	410	Data Acquisition and Control Systems	4
CS	101	Applied Technical Program	3
Technology Electives (Adviser approved)			9
General Electives (Adviser approved)			5

Graphic Communications Technology

129 sem. hrs.

Requirements—Graphic Communications

99 sem. hrs.

English	109	Technical Report Writing	3
Phy. Sci.	104	Physics	2
Chemistry	101	General Chemistry	4
	102	General Chemistry	4

CS	101	Applied Technical Program	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Bus	141	Business Math	3
Accounting	201	Principles of Accounting	3
Drafting	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	250	Graphic Communications Practicum	6
	270	Screen Printing	3
	300	Basic Photography	3
	310	Advanced Continuous Tone Photography	3
	320	Image Transfer Mechanisms II	3
	330	Layout and Design II	3
	340	Image Assembly II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3
Mgt	305	Small Business Management	3
	209	Principles of Management	3
Bus Ed.	101	Beginning Typewriting or Intermediate Typewriting/Keyboarding	2/3
Technology Electives (Adviser approved)			11/12

Minor—Graphic Communications Technology 21 sem. hrs.

GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3

Manufacturing Engineering Technology 134 sem. hrs.

Requirements—Manufacturing 101 sem. hrs.

CS	101	Applied Tech. Programming	3
Drafting	100	Engineering Graphics	3
	255	Tool Design	4
	270	Computer Graphics	3
Ele	100	Circuit Analysis I	3
	250	AC-DC Mach & Controls	3
English	109	Technical Report Writing	3
Mfg	205	Engineering Economy	3
	210	Machine Shop	3
	250	Personnel Problems and Labor Relations	3
	260	Master Planning	3
	265	Mat. Requirement Planning	3
	270	Inventory Control	3
	275	Capacity Management	3
	280	Production Activity Cont	3
	285	JIT Manufacturing	3
	290	Statistical Process Cont	3
	295	Methods Measurement	3

Psy	101	Introduction to Psychology	3
	240	Statistics	4
Tec	203	Manufacturing I	3
Mfg	315	Welding	4
	410	Metallurgy	2
Math	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
Mec	100	Statics	3
	220	Fluid Mechanics	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
	302	Manufacturing II	3
Tec		Elective	3
Technology Electives:			
Mfg	299	Manufacturing Practicum	4
	325	Computer Numerical Machine Control/Robotics	3
	415	Advanced Welding	3
Tec	300	Engineering Analysis II	4
Mec	320	Dynamics	3
Tec	399	Special Topics	3

Mechanical Engineering Technology (TAC/ABET Accredited) 130 sem. hrs.

Requirements—Mechanical 100 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
	235	Technical Drafting	3
	270	Computer Graphics	3
Mec	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
	300	Thermodynamics II	3
	320	Dynamics	3
	330	Heat Transfer I	3
	340	Heating, Air Conditioning and Ventilation	3
	400	Mechanical Measurements	3
	410	Thermodynamics III	3
	430	Heat Transfer II	3
Ele	250	AC-DC Machinery and Controls	3
Technology Electives (Adviser approved).....			9

Safety Engineering Technology 136 sem. hrs.

Requirements—Safety 103 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3

Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	100	Intro to EDP	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Tec	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
Safety	202	Safety Techniques and Practices in Modern Accident Prevention	3
	250	Safety Legislation and Compliance Operations ..	3
	260	Fire Prevention and Inspection	3
	301	Introduction to Industrial Hygiene	3
	302	Industrial Hygiene and Toxicology	3
	303	Industrial Hygiene Applications and Practices ..	4
	310	Human Factors in Accident Prevention	3
	325	Environmental Hazard Control	3
	330	Safety and Environmental Law	3
	410	Safety Engineering Design	3
	425	System and Process Safety Engineering	3
	440	Managing and Evaluating Safety Programs	3
Mec	200	Strength of Materials	4
Psy	240	Statistics	4
Bio	170	Anatomy and Physiology	4

Technology Electives

Any technology course may be used as an elective with adviser approval. Electives may also be selected from the following list:

Tec	100	Technology and Society	2
	199	Special Topics	1-3
	250	History of Technology	3
	299	Special Topics	1-3
	310	Man and Technology	3
	*393	Future Global Crises	3
	399	Special Topics	1-3
	400	Work Experience Seminar	4
	401	Work Experience Lab	8
	410	Guided Design Seminar	1-4
	499	Special Topics	1-3

Minor B.A. and B.S. Degree

23 sem. hrs.

Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Drafting	100	Engineering Graphics	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Technology Electives (Adviser approved)			8

Teaching Fields in Technology

Technology Education—Comprehensive 5-12

65-71 sem. hrs.

Required Courses

Tec	100	Technology and Society	2
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Wod	100	Wood Technology	3
Drafting	100	Engineering Graphics	3

Gct	100	Graphic Communications Processes	3
Tec	202	Transportation I	3
	203	Manufacturing I	3
	204	Construction	3
	301	Communication	3
	302	Manufacturing II	3
	303	Transportation II	3
	450	Multiple Activities	3
	431	Methods and Materials for Teaching Industrial Arts	3
Math	101	Applied Technical Math I	3
Specializations (Select Two)			
Graphic Arts			12 sem. hrs.
Gct	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
Woods			10 sem. hrs.
Wod	205	Furniture Construction and Design	2
	215	Wood Finishing	3
	225	Cabinet Construction and Design	2
	235	Advanced Woods	3
Power			12 sem. hrs.
Mec	105	Engine Theory	4
	205	Carburetors and Ignition Theory	4
	115	Power Transfer Theory	4
		or	
	215	Hydraulics and Suspension Systems	5
Drafting/Design			11 sem. hrs.
Drafting	215	Architectural Drafting	4
	235	Technical Drafting	3
	255	Tool Design	4
Construction			15 sem. hrs.
Civ	210	Light Construction	4
	200	Surveying I	4
	220	Construction Materials and Methods	3
Drafting	215	Architectural Drafting	4
Electronics			11 sem. hrs.
Ele	210	Circuit Analysis II	2
	220	Linear Electronics	3
	230	Digital Electronics	3
	250	AC-DC Machinery and Controls	3
Metals			10 sem. hrs.
Mfg	315	Welding	4
	210	Machine Shop	3
	415	Advanced Welding	3
Technology Education 5-12 (Single Teaching Emphasis)			44 sem. hrs.
Tec	100	Technology and Society	2
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Wod	100	Wood Technology	3
Drafting	100	Engineering Graphics	3
Gct	100	Graphic Communications Processes	3
Tec	202	Transportation I	3
	203	Manufacturing I	3

	204	Construction	3
	301	Communication	3
	302	Manufacturing	3
	303	Transportation II	3
	450	Multiple Activities	3
Tec	431	Methods and Materials for Teaching Industrial Arts	3
Math	101	Applied Technical Math	3
Technology Education 5-8 (Elementary Majors)			32 sem. hrs.
Gct	100	Graphic Communications Processes	3
Tec	100	Technology and Society	2
	202	Transportation I	3
	203	Manufacturing I	3
	204	Construction	3
	301	Communications	3
	302	Manufacturing II	3
	303	Transportation II	3
	431	Methods and Materials for Teaching Industrial Arts	3
	450	Multiple Activities	3
Wod	100	Wood Technology	3



Home Economics

Home Economics is defined as a study of interrelated areas which prepare individuals for professional careers. A B.S. in Home Economics as well as a B.A. in Vocational Teacher Education, is a degree granted from a program which includes the arts and the sciences. The programs focus on improving the quality of life for the individual and for the family. A broad-based curriculum addresses the needs of individuals and families through education in the areas of clothing and textiles, human development and the family, foods and nutrition, home management and consumer education, housing, home furnishings and equipment. Home Economics provides a strong interdisciplinary base to prepare individuals and families to meet the challenges of contemporary society.

Curriculum for B.S. in Home Economics

Careers available for graduates of this program include home economist in homemaking, in business (private and public), in extension, in government, and in community service. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textiles, or housing and design.

Major

43 sem. hrs.

Required Courses

Home Ec	101	Principles of Clothing Construction	3
	103	Clothing Selection	3
	201	Principles of Food Selection and Preparation . . .	3
	202	Meal Management	2
	210	Textiles	3
	250	Design in Home Furnishings	3
	303	Nutrition	3
	310	Family Life Education	3
	312	Consumer Education	3
	315	Home Management	3
	316	Household Equipment	3
	318	Home Management Problems	2
	320	Housing in Society	3
	330	Child Care and Development	3
	331	Adolescent Development	3

Required Related Courses

16 sem. hrs.

Biology	101, 102	8
Chemistry	101, 102	8

Minor

31 sem. hrs.

Same requirements as listed under Home Economics Subject Specialization for grades 5-8. (Omit Hec 431) May be added to Multi-Subject, 5-12 or 9-12.

Teaching Fields in Comprehensive Vocational Home Economics— Consumer and Homemaking Education

Students are prepared to teach in consumer homemaking programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Major

48 sem. hrs.

Single Teaching Field, Grades 5-12

Required Courses, Consumer and Homemaking Education

Clothing-Textiles		
*101	Principles of Clothing Construction	3
*103	Clothing Selection	3
*210	Textiles	3
Human Development and the Family		
*310	Family Life Education	3
330	Child Care and Development	3
*331	Adolescent Development	3
332	Child Development Problems	1
Foods-Nutrition		
201	Principles of Food Selection and Preparation ...	3
202	Meal Management	3
*303	Nutrition	3
Home Management—Consumer Education		
312	Consumer Education	3
*315	Home Management	3
318	Home Management Problems	2
Housing, Home Furnishing, Equipment		
*250	Design in Home Furnishings	3
316	Household Equipment	3
320	Housing in Society	3
Education		
431	Methods and Materials in Teaching Vocational Home Economics	3

*Courses would have a variable credit value of two hours for the specialization program.

Subject Specialization 5-8

31 sem. hrs.

May be added to Multi-Subject, 5-12 or 9-12.

*101	Principles of Clothing Construction	2
*103	Clothing Selection	2
201	Principles of Food Selection and Preparation ...	3
*210	Textiles	2
*250	Design in Home Furnishings	2
*303	Nutrition	2
*310	Family Life Education	2
312	Consumer Education	3
*315	Home Management	2
320	Housing in Society	3
330	Child Care and Development	3
*331	Adolescent Development	2
**431	Methods and Materials in Teaching Vocational Home Economics	3

*Courses would have a variable credit value of two hours for the specialization program.

**Methods and Materials 431 would not be required for a specialization in a non-teaching program. (Bachelor of Science Minor)

Special Academic Programs

English as a Second Language

The purpose of the English as a Second Language Program (ESL) is to provide English Language instruction and support services to students whose native language is one other than English. The goal of the program is to help all ESL students gain the language skills necessary for them to achieve their academic and personal goals. Although students in the ESL program are fully capable of doing college level work in their own language, their current level of English language proficiency makes academic learning in English an additional challenge.

The ESL program has two main components: An Intensive English Program (IEP) for preacademic students, and ESL support classes and tutoring services for students enrolled in regular academic programs.

Intensive English Program

The Intensive English Program is designed to prepare international students for entrance into regular academic programs. Courses in the IEP are designed to develop students' English language proficiency while helping them gain the extralinguistic skills and cultural knowledge necessary for successful college study. Classes are content-based and are typically structured around readings and lectures followed by discussions and writing tasks. Within this framework, classes focus on the development of essential academic skills such as note-taking, summary writing, exam preparation, and classroom participation.

The Intensive English Program runs year-round. It follows the regular academic calendar during the fall and spring semesters, and offers a thirteen week summer program which begins in early May. Students in the IEP usually enter the program with TOEFL (Test of English as a Foreign Language) scores between 350 and 499. Typically, students remain in the IEP until achieving a 500 on the TOEFL. Except in unusual cases, this requires at least a complete semester of full-time study.

IEP classes meet for a total of 24 hours per week. Although courses in the IEP carry no college credit, students are given course grades and are subject to the same academic standards as all other students at FSC.

Courses in the Intensive English Program include:

- Reading For Academic Study
- College Composition
- Campus Interaction Skills
- Listening in Academia
- Introduction to Literature
- Introduction to Drama
- Introduction to Linguistics
- Research Skills
- American Culture
- American History
- Intensive Grammar Review
- Test Taking Skills

Students seeking admission to the IEP program should contact the ESL Program Director.

ESL Support Services

The ESL Program offers classes and tutorials designed to further develop the English Language proficiency and study skills of international students enrolled in regular aca-

demographic programs at FSC. Credit bearing content courses are often offered by ESL faculty. In addition, ESL faculty offer individually arranged tutorial services to all international students at FSC. Arrangements for classes or tutorials may be made in the ESL Program Office.

The ESL Director is also available to both students and faculty for consultations concerning English Language proficiency, English Language testing, and matters relating to the education of international students at FSC.

Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Application for admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the Regents program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. There must be 36 semester hours of General Education in the four areas of (1) Communications, (2) Humanities, (3) Natural Sciences and Mathematics, and (4) Social Sciences, with a minimum of 6 hours in each area. At least 15 semester hours must be taken in the West Virginia state system of higher education. The Regents

B.A. is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is generally equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is not awarded for all learning or successful life experience, no matter how commendable that experience may be, but only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee has been established for the assessment process and for the awarding of college-equivalent credit.

Military Science

(Division of Social Science)

The Military Science program at Fairmont State College is designed to provide: a reserve corps of scholars, citizens, and soldiers; graduates qualified in leadership and management skills and prepared for public service; and men and women trained to assume responsible positions as commissioned officers in the active army, army reserve, or national guard, as well as in business, government, and industry. Whether or not students elect to take all or just part of the Military Science program while at the College, they will gain enhanced social awareness and develop personal values important in civilian life and will be better prepared to make a meaningful contribution in the preservation of American ideals and national security.

Military Science is a four-year curriculum consisting of two distinct phases. The Basic Phase of instruction (Military Science I and II courses) is for freshmen and sophomore students who desire to investigate the possibilities of future government service without committing themselves to a military service obligation. There are no uniform or haircut requirements for the Basic Phase students. Basic Phase classes may be added or dropped as any other college courses and are applicable as free electives in degree and certificate programs. The Advanced Phase of Military Science (Military Science III and IV courses) is for juniors and seniors (and selected sophomores) who have qualified to enter the Army Reserve Officers Training Corps (ROTC) Program in one of the following ways: completion of all the Military Science I and II Basic Phase courses (a total of four semesters and eight credit hours); or Basic ROTC Summer Camp attendance; or completion of enlisted basic training; or prior military service. Juniors who have not qualified for Advanced Phase attendance in one of the above ways, but who still have two academic years remaining, may qualify under the Alternate Entry Option Program. Credits earned in the Advanced Phase courses are applicable as free electives in degree and certificate programs.

Students accepted into the Advanced Phase of the Military Science program as Army ROTC cadets receive a subsistence allowance of \$100 per month, tax free, during the academic year. If students have been awarded a two or three-year Army ROTC scholarship, they will receive free tuition, fees and books, in addition to the \$100 per month subsistence allowance. If an Army ROTC scholarship is not available, students can qualify for financial assistance by simultaneously being a member of an Army Reserve or National Guard unit and enrolled in the Army ROTC Advanced Phase. By being in the Simultaneous Membership Program (S.M.P.), students serve in an officer trainee leadership position in their unit and receive E-5 drill pay (about \$125 per month). Also, any Army Reserve or National Guard member who is attending college receive \$140 per academic month under the New G.I. Bill (after meeting eligibility requirements). This is all in addition to the \$100 per month Army ROTC subsistence allowance.

Upon successful completion of all Advanced Phase Military Science courses, as well as all other Army ROTC requirements, students are commissioned as officers in the active Army, Army Reserve or National Guard, and serve as second lieutenants in one of eighteen career branches of the army.

Pre-Professional Curricula

Dentistry	Medicine	Pharmacy	Physical Therapy
Law	Medical Technology	Journalism	Engineering

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the courses taken here will meet the requirements they need to meet. The professional field adviser will assist students in making all necessary adjustments.

Physics 101 and 102 are required courses in the health-related fields as well as in engineering. Pre-requisites for Physics 101 are one year of high school physics or one year of high school trigonometry; or Math 101 and 102, or Math 112 or 115. Physics 101 is the pre-requisite for Physics 102.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. Students should carefully consult the catalog of the professional school which they plan to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 219 and 220 or 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

Course	First Hrs.	Year Hrs.	Second Hrs.	Year Hrs.
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	4		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

*Math 116 and 315 are strongly recommended.

Pre-Medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
Biology	101, 102	Introduction to Biology	8
Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	8
	305, 306	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	112	Intermediate Mathematics I or higher	3
Physical Education			1-2

Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional schools.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in English, history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in this program should consult the college where they will complete their degree for additional courses requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting courses, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 102).

Pre-journalism students must participate actively in the publication of the student newspaper, *The Columns*, and the yearbook, *Mound*, in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	115, 116	8
Chemistry	105, 106	10
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	MEC 100, DRF 100	6
		43

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester

English 104	3
Psychology 101	3
**Chemistry 105	5
Phys. Ed.	1
*Electives	6
	18

Second Semester

English 108	3
**Chemistry 106	5
*Electives	10
	18

Second Year

First Semester

Physics 101	4
Biology 101	4
Psychology 240	4
Speech 102	2
Electives	3
	17

Second Semester

Physics 102	4
Biology 102	4
Psychology 330	3
Speech 202	3
Electives	3
	17

*These electives should be chosen to meet general studies requirements and pre-requisites for physics, if needed.

**Chemistry 101, 102, and 103 must be taken if the student has not had one unit of high school chemistry.

Community College Component

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970s. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides: academic, vocational/occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of non-traditional students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community college unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

The Community College serves the 12 counties of the Regional Education Service Agency (RESA) VII. Vocational Education centers and Community College representatives join to serve as the regional advisory committee.

A primary goal of this community is to facilitate articulation from one level of education to another. The various levels of vocational-technical education and the Community College facilitate participation in stimulating regional economic development and providing employers with a well-trained and educated workforce.



Clarksburg Center

Fairmont State College component, Fairmont Community College, added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center July 1, 1975. The Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides services for Clarksburg students equivalent to those available to main campus students and include a full-time professional counselor. Academic, personal, and career counseling are available both day and evening hours. Periodically workshops of interest to students are offered, such as overcoming test and math anxiety, resume writing, job interviewing skills, and time management. Assistance is also available for financial aid, veterans benefits, class scheduling and scholarship services.

Library service for Clarksburg students and faculty became a reality in September, 1977. Adjoining the Clarksburg Center's offices and classrooms, the library is staffed by an assistant librarian and is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection and inter-library loans, allow the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the center, or for those offered by the center at nearby public and private high schools. The Center's student population is almost entirely non-traditional. To better serve this population, at least 80% of the classes offered are in late afternoon and evening. The Center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college education opportunities.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his or her ability and particular potential.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs, with limited enrollment, applicants should complete the ACT or SAT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Vocational Career Projects

Using funds allocated through the Carl D. Perkins Vocational Education Act, Vocational Career Projects at Fairmont State College provide supplemental services and activities for adults enrolled in vocational programs who have special needs, such as the handicapped, adults needing training or retraining, men and women entering nontraditional occupations, and single parents or homemakers.

Vocational Career Projects include the Pre-College Orientation and Women in Transition Programs, which are designed to help adults who are in the process of deciding to return to education. Developing college study skills, setting goals, and exploring career options are an integral part of Vocational Career Projects. Support groups and workshops offered to students throughout the semester maintain the commitment to serve the special populations of adults enrolled in vocational programs at both the Community College and at the Clarksburg Center.

Admission Policy-Health Career Programs

Applications for admission to programs in health careers are accepted through January for the following school year. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT or SAT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the MLT, MRT, and VT programs which are received before January 31 will be considered, the deadline for nursing applications is December 31. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. All applications of persons interested in the specific programs will be given every consideration in the selection process. More consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with a GED must still show adequate academic background and ACT or SAT scores.

Transportation

As most of these programs require considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

Students in Health Careers programs are covered by a group liability insurance handled by the state of West Virginia. The students are not obligated to maintain any other liability insurance.

Degrees

Associate Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.)

The first two years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.)

Intended as either a terminal degree or the first two years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.)

Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs—See pages 46-47 for a complete list of Community College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

General Studies Requirements (Effective Fall 1993)

General Studies Requirements for the Associate in Arts, Associate in Science, and Associate in Applied Science Degrees

15-17 Hours for Associate Degrees*

Communication Skills 6

Required:

English 104 Written English I 3

English 108 Written English II 3

or

English 109 Technical Report Writing 3

(The optional 5 hour Speech sequence is also highly recommended)

Social Sciences, History and General Electives 3

Choose one of the following:

Economics 200 Economics 3

or 201 Economic Principles 3

Geography 210 Introduction to Geography 3

History 107 U.S. History I 3

History 108 U.S. History II 3

History 111 History of Civilization I 3

History 112 History of Civilization II 3

History 113 History of Civilization III 3

Philosophy 200 Introduction to Philosophy 3

Pol. Sci. 101 Global Affairs 3

Pol. Sci. 103 American Government 3

Psychology 101 Introduction to Psychology 3

Sociology 110 Introduction to Sociology 3

Sociology 111 Introduction to Anthropology 3

Technology 101 Introduction to Technology 3

Mathematics/Science/Computer Science 3-5

Choose one of the following:

Math 205 Fundamental Concepts of Math 3

Computer Science (any 3 hour course) 3

(If a program requires a math course or sequence of math courses, including Math 101, 102, these will meet the General Studies requirements in Math.)

or

Biology 101 Introduction to Biology 4

Chemistry 101 General Chemistry 4

Chemistry 105 Chemical Principles 5

Physics 101 Introduction to Physics 4

Geology 101 General Geology 4

or

Phys. Sci. 101 Astronomy 2

Phys. Sci. 102 Chemistry 2

Phys. Sci. 103 Geology 2

Phys. Sci. 104 Physics 2

Phys. Sci. 105 History of Physical Science 2

(If a program requires Biology 170 and Biology 205, these will meet the General Studies requirement in Science.)

*In addition to the 12-14 minimum credit hours required by category, an additional course or courses from any category must be taken to reach a minimum of 15 credit hours.

Aviation Maintenance Technology

(Associate in Applied Science)

The Aviation Maintenance Technology program prepares graduates for careers as qualified maintenance technicians with airlines; fixed base operations, repair stations or aircraft manufacturers. This program is approved by the Federal Aviation Administration and meets the requirements of Federal Aviation Regulation 147.

Aviation Maintenance Technology

75 sem. hrs.

First Semester (Fall)

Math	101	Applied Technical Math I.....	3
CS	101	Applied Technical Programming.....	3
AP	101	Intro to Aviation Maintenance.....	3
AP	102	Aircraft Basic Science.....	3
AP	103	Aviation Shop Practices.....	3
Total			15

Second Semester (Spring)

AP	104	Aircraft Electrical Systems.....	5
AP	105	Aircraft Utility Systems.....	2
AP	106	Aircraft Information Systems.....	3
AP	201	Reciprocating Engines & Systems.....	3
Soc. Sci.		Elective.....	3
Total			16

Third Semester (Summer I)

AP	202	Aircraft Sheet Metal Structures.....	3
ENGL	104	Written English.....	3
Total			6

(Summer II)

Math	102	Applied Technical Math II.....	3
AP	206	Aircraft Fluid Power & Landing Gear Systems.....	3
Total			6

Fourth Semester (Fall)

ENGL	109	Technical Report Writing.....	3
AP	203	Reciprocating Engine Maintenance & Return to Service.....	5
AP	204	Propeller Systems.....	3
AP	205	Turbine Engines and Systems.....	3
AP	211	Helicopter Fundamentals.....	1
Fine Arts		Elective.....	2
Total			17

Fifth Semester (Spring)

SPCH	100	Speech Communication.....	3
AP	207	Turbine Engine Maintenance & Inspection.....	3
AP	208	Cabin Atmosphere Control Systems.....	3
AP	209	Aircraft Flight Control Systems.....	3
AP	210	Non-Metallic Structures.....	3
Total			15

Avionics Maintenance Technology

(Associate in Science)

This program prepares the student for a career as a qualified Avionics Technician. Graduates perform repairs and maintenance on aircraft communications and navigation equipment, radar and instrument systems. The FCC General Radio-Telephone license is required for graduation.

Avionics Maintenance Technology

74 sem. hrs.

First Semester (Fall)

AV	100	Introduction to Aviation	3
ELE	100	Circuit Analysis I	3
ELE	200	Electronic Shop Practices	3
MATH	101	Applied Technical Math I	3
ENGL	104	Written English	3
Total			15

Second Semester (Spring)

ENGL	109	Technical Report Writing	3
MATH	102	Applied Technical Math II	3
CS	101	Applied Technical Programming	3
ELE	210	Circuit Analysis II	3
ELE	215	Basic Transistors	3
Fine Arts		Elective	2
Total			17

Third Semester (Summer I)

PHY	101	Introduction to Physics	4
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(Summer II)

AP	104	Aircraft Electrical Systems	5
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Fourth Semester (Fall)

AV	204	Aircraft Navigation Systems	3
AV	208	Avionics Maintenance Practices	2
AV	209	Aircraft Radar	2
AV	210	FCC License Preparation	2
ELE	230	Digital Electronics	3
ELE	270	Microcomputers	3
Total			15

Fifth Semester (Spring)

ELE	250	AC/DC Machinery and Controls	3
AV	200	Electronics Flight Management Systems	3
AV	202	Instrument Landing Systems	3
AV	206	Aircraft Communications Systems	3
SPCH	100	Speech Communications	3
Soc. Sci.		Elective	3
Total			18

Business Administration

(Associate in Applied Science)

This program is designed to offer students six options to concentrate their studies: (1) Accounting, (2) Banking, (3) General Business, (4) Insurance, (5) Real Estate, (6) Retail Management.

The objective of the program is twofold: (A) to provide individuals with the opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select one of six associate degree options that would provide them with the necessary skills to function professionally in one of the six areas.

Places of employment: Business Organizations
Industrial Corporations
Government Agencies
Independent Firms and Businesses

Hours Required **64 sem. hrs.**

Required Courses **40 sem. hrs.**

English	104	Written English	3
English	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Sociology	110	Introductory Sociology	3
Speech	100	Speech Communication	3
Phys Ed	101	Physio Condition Hlth	1
Accounting	201, 202	Principles of Accounting I, II	6
Economics	201, 202	Economic Principles and Problems	6
Business	206	Business Law I	3
Comp Sci	100	Introduction to EDP	3
Business	102	Introduction to Business	3
Business	141	Business Mathematics	3

Area of Specialization24 hours

Accounting Specialization **24 sem. hrs.**

Required Courses **Hrs.**

Accounting	204	Selected Financial Accounting Topics	3
Accounting	215	Managerial Accounting	3
Accounting	216	Income Tax Procedures	3
Accounting	217	Concepts of Computerized Accounting	3
Business	230	Microcomputer Applications in Business	3
OAdm	100	Microcomputer Keyboarding	3

Commerce Electives*6

Banking Specialization **24 sem. hrs.**

Required Courses **Hrs.**

Banking	180	Principles of Banking	3
Banking	284	Bank Management	3
Banking	285	Analyzing Financial Statements	3
Banking	283	Bank Investments	3

Commerce Electives*6

Select 6 hours from the following:

Banking 288	Consumer Lending	3
Banking 292	Trust Business	3
Banking 294	Commercial Lending	3
Economics 303	Money, Credit, and Banking	3
Business 286	Real Estate Finance	3
Business 350	Investments	3

General Business Specialization 24 sem. hrs.

Required Courses Hrs.

Management 209	Principles of Management	3
Management 305	Small Business Management	3
Management 308	Personnel Management	3
Marketing 204	Marketing	3
Business 350	Investments	3
Business 401	Business Finance	3

Commerce Electives*6

Insurance Specialization 24 sem. hrs.

Required Courses Hrs.

Business 270	Principles of Insurance	3
Business 271	Property and Casualty Insurance	3
Business 272	Life Insurance	3
Business 273	Casualty Claim Practice	3

Commerce Electives*6

Select 6 hours from the following:

Marketing 204	Marketing	3
Marketing 205	Salesmanship	3
Economics 303	Money, Credit, and Banking	3
Banking 180	Principles of Banking	3
Business 350	Investments	3
Management 305	Small Business Management	3

Real Estate Specialization 24 sem. hrs.

Required Courses Hrs.

Business 260	Real Estate Principles	3
Business 261	Real Estate Law	3
Business 262	Real Estate Appraisal	3
Business 286	Real Estate Finance	3

Commerce Electives*6

Select 6 hours from the following:

Marketing 204	Marketing	3
Marketing 205	Salesmanship	3
Economics 303	Money, Credit, and Banking	3
Banking 180	Principles of Banking	3
Business 350	Investments	3
Management 305	Small Business Management	3

Retail Management Specialization 24 sem. hrs.

Require Courses Hrs.

Marketing 204	Marketing	3
Marketing 205	Salesmanship	3
Marketing 300	Retailing	3
Marketing 312	Retail Field Experience	4
Marketing 320	Advertising	3
Management 308	Personnel Management	3

Commerce Electives*5

*COMMERCE ELECTIVES: May be taken in any one of several combinations. Such combinations are to be agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, Banking, Computer Science, and Mathematics 115 and/or 116. Only the following Office Administration courses may be elected: 233, 251, 310.

Child Care

(Associate in Applied Science)

Child Care is the study of the life and development of children. The two-year Associate in Applied Science Degree provides practical experience in working with children in community agencies as well as in college classroom study. Work in community agencies enables students to become aware of employment possibilities, requirements of these various operations, and the application of their classroom work.

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools and as aides in public schools. They may also be employed in home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government. The program also prepares the student for the vocation of parenting.

Child Care

67 sem. hrs.

Education	220	Areas of Exceptionality in Special Education	3
English	104	Written English	3
	109	Technical Report Writing	3
	207	Children's Literature	3
FSM	110	Elementary Nutrition	2
CC	130	The Child and Community (CR: CC 132)	3
CC	131	Programs for Early Childhood	3
CC	132	The Child and Community Practicum (CR: CC 130)	1
CC	262	Child Care Practicum	3
HEC	201	Principles of Food Selection and Preparation ..	3
CC	230	Theory and Practices in Work with Young Children (CR: CC 232)	3
CC	232	Practicum with Young Children (CR: CC 230) ..	3
HEC	310	Family Life Education	3
HEC	312	Consumer Education	3
CC	283	Cognitive Affective Development of Children	3
HEC	330	Child Care and Development	3
HEC	331	Adolescent Development	3
HEC	332	Child Development Problems	3
Phy. Sci.	100	Scientific Methodology	2
	101	(Choose one)	2
	or 102, or		
	103, or		
	104, or 105		
Psych.	101	Introduction to Psychology I	3
Spch. Com.	459	Speech Correction	3
Suggested Electives			6
Acct.	201	Principles of Accounting I	3
Art	255	Art Appreciation	2
Bus	102	Introduction to Business	3
	206	Business Law I	3
CJ	100	Introduction to Criminal Justice	3
CS	100	Introduction to Electronic Data Processing	3
Educ	221	Education of Exceptional Children (PR: Educ 220)	3
EMS	101	Techniques of Emergency Medical Services	4
Math	110	Mathematics for Elementary Teachers I	3
Mgmt	305	Small Business Management	3
Mus	205	Music Appreciation	2
	207	Beginning Recorder	2
P.Ed.	326	Early Psychomotor Development	2
Safety	200	Accident Analysis and Emergency Care	2

Minor B.A. and B.S. Degrees**26 sem. hrs.**

CC	130	The Child and Community (CR: CC 132).....	3
CC	131	Programs for Early Childhood	3
CC	132	The Child and Community Practicum (CR: CC 130)	1
CC	230	Theory and Practice in Work with Young Children	3
CC	232	Practicum with Young Children	3
CC	283	Cognitive, Affective Development of Children	3
HEC	330	Child Care and Development	3
HEC	332	Child Development Problems.....	3

Elective hours to be selected from the following4

Ed.	200	Introduction to Education	3
	220	Areas of Exceptionality in Special Education	3
English	207	Children's Literature	3
Psy.	330	Developmental.....	3
FSM	110	Elementary Nutrition	2
HEC	310	Family Life Education.....	3
HEC	331	Adolescent Development.....	3

Clerical**(Associate in Science)**

The clerical program is offered for students who are interested in employment in a medical, legal, or executive office but who are not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

Places of employment:

Government agencies
Insurance companies
Industrial companies
Banks

Types of jobs:

Clerk-typists
Filing clerks
Bookkeepers
Office machine operators
Receptionists
Mailroom clerks

Two-Year Clerical Program**64 sem. hrs.****Required Courses**

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding.....	3
	251	Business Communications	3
	231	Principles of Word Processing.....	3
	232	Word Processing Applications	3
	233	Electronic Records Management	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
CS	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	214	Office Management	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communications.....	3
		or	
	107	Speech Improvement	3
		Electives	11

Minor B.A. and B.S. Degrees**26 sem. hrs.**

(Not open to majors in Group D Business Administration.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	231	Principles of Word Processing	3
	233	Electronic Records Management	3
	240	General Office Procedures	3
	242*	Directed Office Experience	2

*Specialized courses in office administrative management and office experience may be substituted.

Computer Science**(Associate in Science)**

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the programming of a typical commercial or scientific computer.

Places of employment:

Government agencies
Insurance companies
Banks
Wholesale business
Public utilities
Manufacturing

Types of jobs:

Computer programming
Computer operations

Equipment

On-line terminal access to an IBM mainframe and several DEC VAX computers as well as access to IBM PC and PS/2 microcomputers in several labs.

Two-year Computer Science**65 sem. hrs.****Required Courses**

CS	102	Principles of Programming I	3
	108	Principles of Programming II	4
	104	COBOL Programming I	4
	204	COBOL Programming II	4
	220	Business Systems	3
	103	FORTRAN Programming	4
		or	
	208	Programming in C	4
	201	Assembler Programming	4
	250	Programming Languages	3
Accounting	201, 202	Principles of Accounting I, II	6
English	104, 108	Written and Advanced Written English	6
Management	209	Principles of Management	3
Math	115	Intermediate Mathematics II	4
OAdm.	101	Beginning Typewriting/Keyboarding	2
Electives		15

Criminal Justice

(Associate in Applied Science)

Designed to prepare individuals for effective law enforcement careers, the program at Fairmont Community College provides students with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with adviser assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:

Local, county, and state
governments
Industrial commercial
security agencies
Social service agencies

Types of jobs:

Police officers
Correctional officers
Technical and related careers
in criminal justice
Security/loss prevention coordinators
Private investigators

Criminal Justice

68 sem. hrs.

Required Courses

28 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
Spch. Com.	100	Intro. to Speech	3
Pol. Sci.	103	American National Government	3
Psych.	101	Intro. to Psychology	3
	250	Community Psychology	3
Sociology	110	Intro. to Sociology	3
	200	Social Problems	3
E.M.S.	101	Techniques of E.M.S.	4

Criminal Justice Required Courses

24 sem. hrs.

C.J.	100	Intro to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	206	Intro. to Corrections	3
	212	Abnor. Behav. and Crisis Inter.	3
	236	Criminal Investigation	3
	240	Adjudication Process	3
	320	Criminology	3

Criminal Justice Elective Courses

12 sem. hrs.

(Adviser approval required)

C.J.	199	Special Topics	1-12
	200	Criminalistics	3
	201	Traffic Law Enforcement	3
	205	Natural Resource Law	3
	209	Firearms	2
	210	Firearms Lab	1
	246	Criminal Evidence and Proc.	3
	310	Public and Police Admin.	3
	315	Business and Indust. Security	3
	316	Community Relations in CJ	3
	335	Analysis of Police Operations	3
	355	Analysis of Correctional Operations	3

General Electives

4 sem. hrs.

Minor B.A. and B.S. Degrees

24 sem. hrs.

C.J.	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	240	Adjudication Process	3
	320	Criminology	3

Approved CJ Electives 9

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology

68 sem. hrs.

(Associate in Science)

Requirements

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
Mec	100	Statics	3
Drafting	100	Engineering Graphics	3
	215	Architectural Drafting	4
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
Art	140	Art Structure and Applied Design	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3

Civil Engineering Technology (TAC/ABET Accredited)

67 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
CS	101	Applied Tech. Program	3
Tec	290	Engineering Analysis I	4
Mec	100	Statics	3
	200	Strength of Materials	4
Drafting	100	Engineering Graphics	3
	270	Computer Graphics	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4
	230	Construction Estimating	3
Speech	100	Intro. to Speech Comm.	3
Ele	100	Circuit Analysis	3

Commercial Design/Graphics Technology**65 sem. hrs.****(Associate in Applied Science)**

Eng	104	Written English	3
	109	Technical Report Writing	3
Jour	320	Advertising	3
Drafting	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	260	Practicum Commercial/Graphics	6
	300	Basic Photography	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life	3
	341	Graphics	3
	363	Painting in Watercolor	3
Electives (must be selected from list below):			9
GCT	220	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout and Design II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3

Minor, B.A. and B.S. Degree**33 sem. hrs.**

GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	241	Drawing from Life	3
	363	Painting in Watercolor	3

**Drafting/Design Engineering Technology
(TAC/ABET Accredited)****68 sem. hrs.****(Associate in Applied Science)****Requirements**

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
CS	101	Applied Tech. Program	3
Safety	201	Occupational Safety	3

Tec	290	Engineering Analysis I	4
Mat	100	Materials and Processes	3
Drafting	100	Engineering Graphics	3
	205	Technical Illustration	3
	215	Architectural Drafting	4
	225	Descriptive Geometry	2
	235	Technical Drafting	3
	245	Architectural Design	2
	255	Tool Design	4
	270	Computer Graphics	3
Spch.	100	Intro to Speech Comm	3
Technical Electives (Adviser approved)			2

Electronics Engineering Technology (TAC/ABET Accredited) 69 sem. hrs.

(Associate in Science)

Requirements

English	104	Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communication Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
Drafting	100	Engineering Graphics	3
CS	101	Applied Technical Program	3
Spch	100	Intro. to Speech Comm	3

Graphic Communications Technology

67-68 sem. hrs.

(Associate in Science)

Requirements

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Econ	200	Introduction to Economics	3
Bus	141	Business Mathematics	3
Acct.	201	Principles of Accounting I	3
Phy. Sci.	104	Physics	2
CS	101	Applied Tech. Program	3
Safety	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Drafting	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3

	240	Graphic Arts Photography	3
	250	Graphic Communications Practicum	6
	300	Basic Photography	3
Bus Ed	101 or 102	Beginning or Inter. Type./Key.....	2/3
Management	305	Small Business Management	3
Technology Electives (selected from list below)			6
GCT	230	Layout and Design I	3
	270	Screen Printing Techniques	3
	320	Image Assembly II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3

Manufacturing Engineering Technology**67 sem. hrs.****(Associate in Science)****Requirements**

CS	101	Applied Tech. Programming	3
Drafting	100	Engineering Graphics	3
English	104	Written English	3
	109	Tech. Report Writing	3
Mat	100	Materials & Processes	3
Math	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
Mfg	205	Engineering Economy	3
	210	Machine Shop	3
	250	Personnel Prob & Labor Relations	3
	260	Master Planning	3
	265	Mat Requirement Planning	3
	270	Inventory Control	3
	275	Capacity Management	3
	280	Production Activity Cont	3
	285	JIT Manufacturing	3
	290	Statistical Process Cont	3
	295	Methods Measurement	3
Safety	201	Occupational Safety	3
Spch	100	Intro to Speech Commun	3
Psy	101	Introduction to Psychology	3
	240	Statistics	4

Mechanical Engineering Technology (TAC/ABET Accredited) 67 sem. hrs.**(Associate in Science)****Requirements**

English	104	Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
CS	101	Applied Tech. Program	3
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
Mat	100	Materials and Processes	3
Drafting	100	Engineering Graphics	3
Drafting	235	Technical Drafting	3
	270	Computer Graphics	3

Spch	100	Intro. to Speech Comm.....	3
Mec	100	Statistics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3

Fashion Merchandising

(Associate in Applied Science)

Fashion Merchandising is a program designed to train competent department managers or fashion coordinators for department stores, fashion boutiques or small retail firms, as well as for ownership of independent fashion shops. This program will provide background to pursue a number of fashion industry careers.

Fashion Merchandising

65 sem. hrs.

Business	102	Introduction to Business	
or			
Business	141	Business Mathematics	3
English	104	Written English	3
	109	Technical Report Writing	3
HEC	101	Principles of Clothing Construction	3
HEC	102	Apparel Industries	2
HEC	103	Clothing Selection	3
FM	115	Intro. to Fashion Merchandising	3
FM	116	History of Contemporary Fashion	3
HEC	210	Textiles	3
FM	217	Fashion Retailing & Merch. (PR: FM 115)	3
FM	218	Fashion Merchandising Practicum (PR: FM 217)	4
FM	251	Fashion Design and Illustration	3
HEC	312	Consumer Education	3
Marketing	205	Salesmanship	3
	304	Marketing	3
	320	Advertising	3
Management	305	Small Business Management	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Comm	3
Theatre	140	Theatrical Production	2
Electives			6

Suggested Electives

Accounting	201	Principles of Accounting I	3
Arc	200	Graphics (PR: Drf 215)	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
Bus.	306	Business Law I	3
CS	100	Introduction to Electronic Data Processing	3
Drafting	100	Engineering Graphics	3
	205	Technical Illustration (PR: Drf 100)	3
Economics	200	Economics	
or			
Economics	201	Economic Principles and Problems	3
Gct	100	Graphic Communication Processes	3
	200	Image Assembly I (PR: Gct 100)	3
	300	Basic Photography	3
ID	140	Intro. to Interior Design	3
HEC	315	Home Management	3

Journalism	270	Communications in Society	3
Mgmt.	308	Personnel Management	3
Mktg.	300	Retailing	3

*Recommended Prerequisite: Art 142 Drawing is recommended as a prerequisite for students with no previous art experience.

Minor, B.A. and B.S. Degrees

25 sem. hrs.

HEC	101	Principles of Clothing Construction	3
HEC	103	Clothing Selection	3
FM	115	Introduction to Fashion Merchandising	3
FM	116	History of Contemporary Fashion	3
HEC	210	Textiles	3
FM	217	Fashion Retailing and Merchandising (PR: FM 115)	3
FM	218	Fashion Merchandising Practicum (PR: FM 217)	4
Mrkt.	204	Marketing	3

Food Service Management

(Associate in Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. This degree will also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:

Airlines
Cafeterias
Catering Organizations
Clubs
College-School Food Services
Commercial Food Processing
Fast Food Service Operations
Hospitals
Hotels, Motels

Industrial food management
Restaurants

Types of jobs:

Chef's Assistants
Cooks
Food Directors
Food Managers (Chain Operations)

Food Service Management

64 sem. hrs.

Accounting	201	Principles of Accounting I	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
CS	100	Introduction to EDP	3
English	104	Written English	3
	108	Adv. Written English	3
FSM	110	Elementary Nutrition	2
HEC	201	Principles of Food Selection and Prep	3
HEC	201L	Laboratory	0
HEC	202	Meal Management	3
HEC	202L	Laboratory	0
FSM	219	Intro. to Food Service Industry	3
FSM	220	Diet Therapy and Com. Nutrition	3
FSM	221	Food Service Equipment	2
FSM	223	Quantity Foods	3

FSM	224	Food Service Practicum	4
FSM	227	Food & Beverage Merchandising	3
FSM	229	Food Management Seminar	1
Management	308	Personnel Management	3
Phys. Ed.	101	Basic Physiological Conditioning-Health	1
	102-170	Basic Activity Course	1
Phy. Sci.	102	Chemistry or	
	104	Physics	2
Psychology	101	Introduction to Psychology I	3
Sociology	110	Introduction to Sociology	3
Electives			6

Suggested Electives

Business	206	Business Law I	3
Economics	200	Economics	3
Home Ec.	312	Consumer Education	3
	315	Home Management	3
	318	Home Management Problems	2
Management	305	Small Business Management	3
Management	305	Small Business Management	3
Marketing	304	Marketing	3
Speech	100	Introduction to Speech Communication	3

Minor, B.A. and B.S. Degrees

24 sem. hrs.

Accounting	201	Principles of Accounting I	3
FSM	110	Elementary Nutrition	2
HEC	201	Principles of Food Selection and Prep	3
HEC	201L	Laboratory	0
FSM	219	Intro. to Food Service Industry	3
FSM	221	Food Service Equipment	2
FSM	223	Quantity Foods	3
FSM	224	Food Service Practicum	4
FSM	227	Food & Beverage Merchandising	3
FSM	229	Food Management Seminar	1

General Studies

(Associate of Arts)

The General Studies associate of arts degree is excellent for students who wish to complete a degree before going on to a career training program. Some technical and professional occupations require applicants to have completed at least two years of college before entering their training programs. The General Studies degree will give students that background.

This degree also benefits those students who are undecided about a major and those who wish to improve their general education or update their skills. The courses follow the General Studies curriculum of the College.

Prospects

- Two-year degree needed for some technical and professional training programs.
- Minimal college degree for those temporarily unable to complete a four-year program.
- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies***64 sem. hrs.****Semester 1**

English 104	3
Art 255 or Music 205 or Music 207 or Theatre 100	2
History or Social Science	3
Physical Education Activity	1
Science or Math	4-5
Elective	2-3
	15-17

Semester 2

English 108	3
History or Social Science	3
Science or Math	4-5
Electives	5-6
	15-17

Semester 3

English 260	3
History or Social Science	3
Speech Communication 100	3
Electives	7
	16

Semester 4

English 250	3
History or Social Science	3
Electives	10
	16

*The History or Social Science and Science or Math requirements of this program may be fulfilled only by courses that are listed in the General Studies curriculum for the Bachelor of Science (B.S.) Degree.

Interior Design**(Associate in Applied Science)**

This program is designed to prepare students to seek employment as an interior decorator, an assistant to an interior designer, or a home planner. Students will be prepared to work in the field of residential or commercial interior planning as a consultant and coordinator to plan, design and select materials and components. The retail industry is a major employer for graduates of this program. The opportunity to be self-employed in a design studio is also a possible career direction. Personal satisfaction may also be attained through the application of design concepts in the home. Fundamentals of the design process, technical application and professionalism contribute to a strong preparation.

Interior Design**65 sem. hrs.**

Art	255	Art Appreciation	2
Business	141	Business Mathematics	
		or	
	102	Introduction to Business	3
Drafting	100	Engineering Graphics	3
	215	Architectural Drafting (PR: Drf 100)	4
	245	Architectural Design (PR: Drf 215)	2
English	104	Written English	3

	108	Advanced Written English	3
ID	140	Intro. to Interior Design	3
HEC	210	Textiles	3
HEC	250	Design in Home Furnishings	3
ID	275	Interior Design Practicum (PR: ID 240)	4
HEC	316	Household Equipment	3
HEC	320	Housing in Society	3
ID	240	Interior Design II (PR: ID 140)	4
Marketing	205	Salesmanship	3
	300	Retailing	
		or	
Management	305	Small Business Management	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Comm.	3
Tec	410	Guided Design Seminar	4
Electives			6

Suggested Electives

Acct	201	Principles of Accounting I	3
Arc	200	Graphics (PR: Drafting 100)	3
Arc	230	Architectural History I	3
Arc	260	Architectural History II (PR: ARC 230)	3
Art	140	Art Structure and Applied Design	3
Art	141	Art Structure and Applied Design	3
Bus	102	Introduction to Business	3
Bus	251	Business Communications	2
Civ	210	Light Construction	4
CS	100	Intro. to Electronic Data Processing	3
HEC	103	Clothing Selection	3
Mgmt	305	Small Business Management	3
Mrkt	320	Advertising	3
Tech	199	Computer Graphics (Special Topics)	3

Minor, B.A. and B.S. Degrees

25 sem. hrs.

ID	140	Intro. to Interior Design	3
HEC	210	Textiles	3
HEC	250	Design in Home Furnishings	3
ID	275	Interior Design Practicum (PR: ID 240)	4
HEC	320	Housing in Society	3
ID	240	Interior Design II (PR: ID 140)	4
Art	255	Art Appreciation	2
Drafting	100	Engineering Graphics	3

Medical Laboratory Technology

(Associate in Applied Science)

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State College and medical institutions, Fairmont Clinic, Fairmont General Hospital, Roche Biomedical Laboratory in Fairmont, United Hospital Center, Inc., in Clarksburg, Louis A. Johnson, V.A. Medical Center, Clarksburg and Preston Memorial Hospital, Kingwood, West Virginia.

In addition to general studies and a common core of Allied Health Science Courses 46 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to continue in the Medical Laboratory Technology Program, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Chemistry 105 and 106, Biology 170 and 205, MLT 101, 102, 200, 201, 202, 203, 204,

205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, and 216. The overall 2.0 average and 2.0 subject average will be checked at the completion of each semester. Failure to maintain this average will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT 101 or 102 or failure of MLT 101 or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is accredited by the Committee on Allied Health, Education and Accreditation (CAHEA). Upon completion of the required curriculum, students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors:

1. Meeting the general admission requirements of Fairmont State College.
2. Having successfully completed high school chemistry or its equivalent.
3. Submitting an application for admission, designating MLT as a major field of study; ACT or SAT scores, high school transcript or GED scores, and a college transcript (if applicable) to the Admissions Director by January 31 in order to be considered for the following academic year.
4. Having a strong math and science background.

Places of employment:

Hospitals

Clinics

Independent Laboratories

Physicians' offices

Public health agencies

Pharmaceutical firms

Research institutions

Types of jobs:

Medical laboratory analysis

Medical Laboratory Technology

76 sem. hrs.

Semester I

Eng	104	Written English	3
Math	111	Intro. to Algebra	3
Chem	105*	Chemical Principles	5
MLT	101	Introduction to MLT	3
Bio	170	Anatomy & Physiology	4
			18

Semester II

Eng	108	Advanced Written English	3
Chem	106*	Chemical Principles	5
Bio	205	Technical Microbiology	4
Psychology	101	Introduction to Psychology I	3
MLT	102	Clinical Microscopy and Laboratory Instrumentation	3
			18

*Chemistry 101, 102, and 103 may substitute for 105 and 106.

(All of the above courses must be completed prior to the clinical year.)

Twelve-Month Academic and Clinical Rotation

MLT	200	Clinical Serology Lecture	2
MLT	201	Clinical Serology Practicum	1
MLT	202	Clinical Biochem. Lecture	4
MLT	203	Clin. Biochem. Practicum A	2
MLT	204	Clin. Biochem. Practicum B	2
MLT	205	Clinical Microbio. Lecture	4
MLT	206	Clin. Microbio. Practicum A	2

MLT	207	Clin. Microbio. Practicum B	2
MLT	208	Clin. Mycology and Parasitology	2
MLT	209	Clin. Microscopy Practicum	1
MLT	210	Clin. Hematology Lecture	4
MLT	211	Clinical Hematology Practicum A	2
MLT	212	Clin. Hematology Practicum B	2
MLT	213	Immunohematology Lecture	4
MLT	214	Immunohematology Practicum A	2
MLT	215	Immunohematology Practicum B	2
MLT	216	Seminar	2
			40

Medical Record Technology

(Associate in Applied Science)

The Medical Record Technology Program is designed to prepare students to work as medical record technicians in health care facilities.

The medical record technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval, statistical reporting and analysis, transcription, legal aspects of health information, with release of information, disease and operation coding, indexing and DRG assignments, requirements for licensure and accreditation, quality assurance, risk management, and management.

In addition to mastery of technical skills such as operating word processing equipment, abstracting discharge data to support quality assurance activities, and supporting committee chairpersons in carrying out committee functions, the technician will be prepared to accept the responsibility of supervising health record operations in a variety of health facilities.

The Medical Record Technology Program is accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Graduates of the program are eligible to apply to write the accreditation examination of the American Medical Record Association for the Designation ART—Accredited Record Technician.

In order to continue in the program of Medical Record Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied Health 100, 102; Biology 170; MRT 103, 104, 107, 108, 109, 110, 205, 206, 207, 208, and 209. Failure to maintain this average results in dismissal from the program.

Withdrawal or failure in any MRT course results in dismissal from the program. Readmission will be based on reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals selected for the program will be notified before March 31. Admission is based on these factors: high school records, ACT scores, and college course work (if applicable). One year of high school instruction in typewriting or a minimum proficiency skill of 35 words per minute is required for admission to the program. Proof of this proficiency may be demonstrated by submitting a statement from a former instructor at the time of application or by taking a typewriting test administered by Health Careers Division personnel.

Places of employment:

Physician's offices
Clinics
Health Agencies
Hospitals
Insurance Companies
Law Firms
Nursing Homes
State and Federal Agencies

Types of jobs:

Medical Record Clerk
Medical Record Transcriptionist
Supervisory
Medical Auditors/DRG
(financial) analyst
DRG/Coding Specialist

Medical Record Technology**68 sem. hrs.****Semester I**

MRT	103	Directed Practice I	1
	104	Introduction to Medical Records	3
	107	Storage Systems	2
AH	100	Medical Terminology	3
English	104	Written English	3
Psy	101	Introduction to Psychology I	3
CS	100	Introduction to EDP	3
			18

Semester II

MRT	110	Legal Aspects of Health Information	3
	106	Directed Practice II	2
	108	Medical Transcription/Word Processing	3
	109	Health Care Statistics	3
Bio	170	Anatomy and Physiology	4
Elective			2
			17

Semester III

MRT	205	Classification Systems, Indexes, Registers	5
	206	Directed Practice III	3
AH	102	Pathophysiology	3
English	108	Advanced Written English	3
Soc	110	Introduction to Sociology	3
			17

Semester IV

MRT	207	Health Information Supervision	5
	208	Directed Practice IV	3
	209	Seminar	2
MGT	214	Office Management	3
Elective			3
			16

Nursing**(Associate in Science)**

The two-year Associate Degree Nursing Program is designed to prepare beginning technical practitioners of nursing to work in structured settings. The curriculum includes a balance of nursing and non-nursing courses. Learning experiences in the college and clinical laboratories are a vital component of the nursing courses. Students have the opportunity to apply nursing theory and skills in clinical settings which may include area hospitals, nursing homes, nearby clinics, schools and mental health facilities.

To be considered for admission into the nursing program, the applicant must:

1. Meet the general admission requirements of Fairmont State College.
2. Have successfully completed courses in Biology, Chemistry, and Algebra in high school or college.
3. Have a score of 18 or better on the math portion of the ACT or successful completion of DS 105.
4. Submit application for admission designating Nursing as a major field of study, ACT or SAT scores, high school transcript or GED scores, and college or LPN transcript (if applicable) to the Admissions Director by December 31 to be considered for the following academic year.
5. Submit a résumé to the Admissions Director if the candidate is not a recent high school graduate.

An impartial computerized selection process is employed to rank applicants to the nursing program. ACT or SAT scores; high school or college grade point average or GED scores; grades in chemistry, biology, and algebra; and college courses completed that apply to the nursing degree (if applicable) are all considered in the evaluation process. Licensed Practical Nurses who are admitted to the program may challenge by examination selected nursing courses for credit.

To remain in the nursing program, a student must receive a grade of "C" or above in every nursing course. To enroll in the second year of the program, a student must have a 2.0 average in the following courses: Biology 170, (Anatomy and Physiology); Home Economics 110, (Elementary Nutrition); Biology 205, (Technical Microbiology); Psychology 101, (Introduction to Psychology); and Allied Health 106, (Introduction to Pharmacology). Failure to meet either of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

To graduate from the nursing program, a student must have a grade of "C" or above in every nursing course and a cumulative 2.0 grade point average.

Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse provided they meet the following legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 7. These requirements are:

1. Is of good moral character
2. Has completed an approved four-year high school course of study or the equivalent thereof
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board
4. Has not been convicted of a felony

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Nursing

71 sem. hrs.

First Term (Fall Semester)

English	104	Written English	3
Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy and Community Nutrition	3
Biology	170	Anatomy and Physiology	4
			16

Second Term (Spring Semester)

Psychology	101	Introduction to Psychology I	3
Nursing	103	Medical-Surgical Nursing	8
Biology	205	Technical Microbiology	4
Allied Health	106	Introduction to Pharmacology	2
			17

Summer Session (5 weeks)

Nursing	120	Psychiatric Nursing	6
			6

Fourth Term (Fall Semester)

English	108	Written English	3
Sociology	110	Introduction to Sociology	3
Nursing	202	Medical-Surgical Nursing	8
	204	Trends in Nursing	2
			16

Fifth Term (Spring Semester)

Pol. Sci.	103	American Government	3
		or	
	200	Introduction to Political Science	3
Nursing	205	Maternity Nursing (8 weeks)	5
	206	Nursing of Children (8 weeks)	5
Elective		(Consent of Adviser)	3
			16

Psychological Service Technician**(Associate in Applied Science)**

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in service careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

In practice students perform therapeutic-preventive roles and are involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation, under supervision.

Types of jobs:

Community action workers
 Caseworker aides
 Psychiatric aides
 Public health aides
 Mental health aides
 Employment service interviewers
 Social security officers
 claims
 interviews

Places of employment

Public institutions
 Private institutions
 Corrections organizations
 Schools
 Drug abuse center programs
 Mental health careers
 Hospitals

Psychological Service Technician**64 sem. hrs.**

English	104	Written English	3
	108	Advanced Written English	3
		or	
	109	Technical Report Writing	3
Spch. Com.	100	Introduction to Speech Communication	3
	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3
Sociology	110	Introduction to Sociology	3
Psychology	101	Introduction to Psychology	3
	102	Introduction to Psychology	3
	210	Personal Adjustment	3
	250	Community Psychology	3
		or	
	260	Industrial and Personnel-Psychology	3
	230	Social Psychology	3
	494	Interpersonal Dynamics	3
	497	Clinical Practicum I	3
	498	Clinical Practicum II	3
		Psychology Electives	12
		Electives	9
	480	Directed Studies	4

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from

the psychology curriculum or other disciplines. This flexibility allows for an optimum "student-training—job market" fit. It is in the Practicums and Seminar, where the student's educational experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Minor, B.A. and B.S. Degrees

18 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 Level		6
Any two courses from the 300 or 400 Level		6

Secretarial

(Associate in Science)

The two-year secretarial program provides entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures. Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program. Training is provided for specializations in medical, legal, and executive office procedures.

While the secretary's primary job is taking dictation and transcribing for one or more persons, often in a stenographic pool, the secretary may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies, as well as the business, he/she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

Places of employment:

Business, legal and medical offices
Government agencies
Insurance firms
Banks
Legal departments

Types of jobs:

Stenographers
Secretaries
Executive Secretaries
Clerical positions

Required Courses

62 sem. hrs.

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	202	Shorthand I	3
	204	Secretarial Accounting	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	205	Shorthand II	3
	206	Shorthand III	3
	231	Principles of Word Processing	3
	232	Word Processing Applications	3
	233	Electronic Records Management	3
	240	General Office Procedures	3
	241	Specialized Office Procedures	3
	242	Directed Office Experience	2
CS	100	Introduction to EDP	3

English	104	Written English	3
	109	Technical Report Writing	3
Management	214	Office Management	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

The Secretarial Associate in Science Degree and the Clerical minor cannot be used to fulfill the minor requirements when the major is Office Administrations option D of the B.S. in Business Administration.

Word Processing
(Associate in Science)

The Associate in Applied Science degree in Word Processing is designed to prepare men and women for full-time employment immediately upon completion of the two-year program.

The curriculum combines instruction in the areas required for competence as a word processor in business, government, and industry by: studying word processing theory and concepts; training on the IBM Microcomputer and electronic typewriter; and planning, organizing, and controlling records in the electronic office.

Two-Year Word Processing/Office Automation **64 sem. hrs.**

Required Courses

Business	102	Introduction to Business	3
	206	Business Law I	3
OAdm.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	231	Principles of Word Processing	3
	232	Word Processing Applications	3
	233	Electronic Records Management	3
	234	Word Processing Transcription	3
	235	Word Processing Management	3
	236	Word Processing Practicum	2
	237	Word Processing Directed Office Experience	2
	240	General Office Procedures	3
	251	Business Communications	3
CS	310	Supervising Office Systems Personnel	3
English	100	Introduction to EDP	3
	104	Written English	3
	109	Technical Report Writing	3
Management	214	Office Management	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communication	3
Electives			6

Office Specialist Certificate

Certificate Requirements **32-35 sem. hrs.**

Required Courses **23 sem. hrs.**

OAdm.	102	Inter. Typewriting/Keyboarding	3
	211	Adv. Typewriting/Keyboarding	3
	230	Intro. to Word Processing	3
	233	Electronic Records Management	3
	240	General Office Procedures	3
	242	Directed Office Experience	2
	251	Business Communication	3
English	104	Written English	3

Select one of the two following alternatives:

CLERICAL

12 sem. hrs.

Bus.	102	Intro. to Business	3
	141	Business Mathematics	3
OAD	104	Introduction to Microcomputers	3
	204	Secretarial Accounting	3

SECRETARIAL

9 sem. hrs.

*OAdm.	201	Shorthand Theory	3
	202	Shorthand I	3
	241	Spec. Office Procedures	3

*If a student has had previous shorthand training, office administration electives should be taken in lieu of beginning shorthand.

Veterinary Technology

(Associate in Applied Science)

The Veterinary Technology Program trains individuals for a career as Veterinary Technicians (V.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians, V.T.s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice.

The most financially rewarding positions for V.T.s are in some aspects of Laboratory Animal Medicine. The V.T. Program, provides the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

The V.T. Program is a limited enrollment program, with a new class starting each fall. Applications should be received by the Director of Admissions before January 31. Individuals applying by this date and admitted to the program will be notified before April 15. Applications received after January 31 will be considered on a "space available" basis. Admission is based on high school records, ACT or SAT scores, prior experience, and prior college work (if applicable).

Part-time students are admitted to the program.

To continue in the V.T. Program, the student must meet the following standards:

- Pass all courses required for the A.A.S. Degree.
- In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with an overall 2.0 average: VT 113, VT 114, VT 116, VT 122, VT 130, VT 210, Biology 170, and Biology 205.
- Continue to maintain the 2.0 G.P.A. overall and in the V.T. classes, after the second semester.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. When a student fails a required course, the applicant must pass the course with a "C" grade or better before applying for readmission to the program. Students in good standing who withdraw from the program for unpredicted or uncontrollable reasons will be given priority consideration if they reapply.

Recommended Curriculum Schedule

76 sem. hrs.

Fall Semester — First Year

English	104	Written English	3
AH	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
VT	113	Introduction to Veterinary Technology	3
VT	114	Breeds and Breeding	2
VT	130	Animal Parasitology	3

18 sem. hrs.

Spring Semester — First Year

English	108	Advanced Written English	3
Biology	205	Technical Microbiology	4
VT	116	Clinical Procedures	5
VT	122	Treatment of Diseases	3
VT	210	Lab Animal Technology	3

18 sem. hrs.**Summer (Both Terms)**

VT	271	Preceptorship I	8 sem. hrs.
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Fall Semester — Second Year

Speech	100	Introduction to Speech	3
VT	212	Farm Animals	3
VT	217	Clinical Lab Procedures	4
VT	222	Animal Diseases	4
Chem	101	General Chemistry	4

18 sem. hrs.**Spring Semester — Second Year**

VT	219	Seminar	2
VT	272	Preceptorship II	12

14 sem. hrs.

Courses of Instruction

Accounting

(Division of Commerce)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorships.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201.

203. Accounting Practicum **three hours**

This course consists of the study of accounting job entry level skills as defined from a survey of typical employers. It includes the study of accounting considerations of starting a new business, initiation of an accounting system, payroll accounting, payroll tax reporting, consumer sales tax reporting, related income tax reporting and cash control. Micro-computer accounting application instruction is incorporated in this course. The student will be required to complete a micro-computer accounting application project. PR 201 or equivalent.

204. Selected Financial Accounting Topics **three hours**

A survey of the theoretical and practical aspects of financial accounting. Valuation, analysis, and formal presentation of accounting data of the profit-directed entity will be the focus. PR: 202. This course is not open to Bus. Adm., Group B, Accounting Majors.

215. Managerial Accounting **three hours**

Managerial accounting course will acquaint the students with the use of accounting information for the purpose of managerial control and decision making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: 202. This course is not open to Bus. Adm., Group B, Accounting Majors.

216. Income Tax Procedures **three hours**

An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: 202. May be used as an elective by Bus. Adm., Group B, Accounting Majors.

217. Concepts of Computerized Accounting **three hours**

Three hours lecture/lab time per week. This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software and have the opportunity to work in greater depth with Principles of Accounting topics. PR: 202, OAD 100.

301. Intermediate Accounting I **three hours**

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: 202.

302. Intermediate Accounting II**three hours**

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: 301.

303. Accounting Internship**one to four hours**

The program is designed to offer the student a ten-week internship with an accounting, industrial, or governmental organization during the summer. The student will receive up to four hours of college credit for the internship program. When possible, the term of the internship should coincide with the two five-week summer terms offered at Fairmont State College. However, this can be adjusted to the needs of the student and/or employers. Regardless of the length of the internship, the student will receive a maximum of four hours credit.

330. Advanced Accounting I**three hours**

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: 302.

331. Advanced Accounting II**three hours**

A continuation of business 330; exploration of advanced accounting topics. PR: 330.

404. Cost Accounting**three hours**

The relationship of cost accounting to the performance of management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control and (4) cost analysis. PR: 302.

405. Auditing**three hours**

A study of the philosophy, environment, and procedures of auditing and the legal, social, and professional responsibilities of the auditor. PR: 302.

406. Federal Income Tax Accounting: Individual**three hours**

Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting:**Partnership and Corporation****three hours**

Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: 406.

410. Analytical Methods — Accounting**three hours**

This course is designed to provide stimulus for critical analysis of accounting, finance, and ethics problems. Emphasis is placed on research, organization of data, critical analysis, communication of conclusions, and presentation skills. Through case studies and spreadsheet modeling, students will enhance their analytical and problem-solving skills by formulating solutions to problems which are encountered in accounting environments. PR: Accounting 302, Business 230, 401, or Consent of instructor.

Allied Health

(Division of Science and Mathematics/Health Careers)

- 100. Medical Terminology** **three hours**
 Designed to enable the student to recognize medical works from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.
- 102. Pathophysiology of Disease** **three hours**
 Study of the disease process, terminology and association with the body structure. Fall Semester.
- 106. Introduction to Pharmacology** **two hours**
 This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Admission to the nursing program or consent. Fall and Spring Semesters.
- 199. Special Topics in Allied Health** **one-twelve hours**
 Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.
- 301. Health Care Organizations** **three hours**
 Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. Fall Semester.
- 302. Management Problems of the Health Care Delivery System** **three hours**
 Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 301. Spring Semester.
- 341. Death and Dying** **three hours**
 This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall and Spring Semesters.
- 372. Legal and Medical Ethics** **three hours**
 This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis would be placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor. Fall and Spring Semesters.
- 399. Special Topics in Allied Health Administration** **one-six hours**
 Studies in special selected topics in health administration and management are determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives. Arranged.

401. Allied Health Practicum and Seminar **three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 301. As needed.

412. Veterinary Laws and Ethics **one hour**

The legal and ethical responsibilities of the business manager and other paraprofessionals of the veterinary profession are studied. PR: Upper class status. As needed.

427. Health Record Administration **three hours**

This course is designed to acquaint the student with medical record composition, documentation, release of confidential information, filing systems, disease classification systems and Joint Commission on Accreditation of Hospitals Regulations. PR: Consent of Instructor. Fall Semester (Alternate Years-Odd).

Art

(Division of Fine Arts)

140. Art Structure and Applied Design **three hours**

Introductory course in the principles and elements of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles and elements of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester only.

155. Theory of Art **two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**

Studies in selected areas of specialization to be determined by the instructor and approved by the division chair. Credits earned will be applicable as free electives in degree or certificate programs. Three hours maximum credit per semester. PR: Instructors consent.

241. Drawing from Life **three hours**

Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**

Considers the social, historical, and intellectual backgrounds and modern developments in the history of art.

261. Painting **three hours**

An introductory course using acrylic paint, exploring techniques of paint application and painting supports, while painting from still-life and landscape. PR: 140, 141, 142 or instructor's consent.

262. Painting **three hours**

An introductory course using oil paint to explore techniques of paint application and painting supports while working from the live model. PR: 140, 141, 241 or instructor's consent.

- 278. Ancient and Medieval Art** **three hours**
History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters. PR: 155 or consent.
- 283. Modeling and Sculpture** **three hours**
Introductory course using clay modeling, plaster, and metal sculpture.
- 284. Modeling and Sculpture** **three hours**
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.
- 341. Graphics** **three hours**
Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Spring semester.
- 353. Elementary Art Education I** **two hours**
Experiences and theory designed to prepare students to teach art on the kindergarten-primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.
- 354. Elementary Art Education II** **two hours**
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented with references to the needs of students in teaching grades 5-8.
- 355. Problems in Teaching Art I** **two hours**
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.
- 356. Problems in Teaching Art II** **two hours**
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.
- 361. Painting the Landscape** **three hours**
Personal development in painting from the landscape with oil or acrylic paint. PR: 261, 262.
- 362. Painting the Figure** **three hours**
Personal development in painting from the live model with oil or acrylic paint. PR: 261, 262 or instructor's consent.
- 363. Beginning Watercolor Painting** **three hours**
Introductory course in the fundamental techniques of watercolor, while painting from still-lives and landscape. PR: 140, 141, 142, 241, or instructor's consent.
- 364. Intermediate Watercolor Painting** **three hours**
Continuation of 363 emphasizing advanced techniques and individual creative development. PR: 363 or instructor's consent.
- 377. Italian and Northern Renaissance Art** **three hours**
History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: 155. Offered every three semesters.
- 378. Nineteenth Century and Contemporary Art** **three hours**
History of art from the nineteenth century to the present with an analysis of art movement. PR: 155. Offered every three semesters.
- 383. Pottery** **two-three hours**
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

- 384. Pottery** **two-three hours**
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.
- 431. Methods and Materials in Teaching Art** **three hours**
Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in-service.
- 461. Advanced Landscape Painting** **three hours**
Development of individual creative expression in oil or acrylic, working from the landscape. PR: 361 or instructor's consent.
- 462. Advanced Figure Painting** **three hours**
Development of individual creative expression in oil or acrylic while working from the live model. PR: 362 or instructor's consent.
- 463. Studio in Painting** **three hours**
An advanced painting class in oil or acrylic, designed for those students who intend to prepare a professional portfolio for graduate school. The student is expected to explore his/her creative abilities while experimenting and bringing together the landscape and figure into a series of large paintings for exhibition purposes. PR: Instructor's consent.
- 464. Studio in Pottery** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: 384.
- 465. Studio in Sculpture** **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.
- 467. Area Studies in Drawing & Painting** **one-four hours**
- 468. Area Studies** **one-four hours**
- 469. Area Studies** **one-four hours**
A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.
- 470. Senior Exhibit** **one hour**
Required of all art majors during their senior year: to organize and present a formal gallery exhibition of works selected from their college work. Slides of this exhibition are to be retained in the Art Department's archives.

Banking

(Division of Commerce)

- 180. Principles of Banking** **three hours**
This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.
- 283. Bank Investments** **three hours**
This course covers the theories and principles governing the management of a bank's assets, and includes practical applications illustrating the principles at work. The course covers risk definition and risk management, liquidity, the various calculations of yield, asset/liability management, gap management, forecasting and cash flow analysis, investment instruments and techniques, plus hedging, futures and other contemporary financial practices. PR: Banking 180 or consent.

284. Bank Management **three hours**

This course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking. PR: Banking 180 or consent.

285. Analyzing Financial Statements **three hours**

This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, breakeven analysis and other analytical tools. PR: Accounting 201, 202 and Banking 180.

287. Bank Simulation **two hours**

The simulation presents an integrated approach to bank management that reinforces technical and functional management skills. Students function as members of a bank management team whose responsibilities include: analysis and planning, organizational structure, administration, policy formulation and implementation, forecasting, loan and discount pricing, portfolio management, marketing and resource allocation, accounting, taxes, and asset/liability, "gap," and capital management. PR: Banking 180 or consent of instructor.

288. Consumer Lending **three hours**

This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance and rate structure and yields. PR: Banking 180 or consent.

292. Trust Business **three hours**

This course provides an overview of the generally accepted principles of the law of estates and trusts and covers the nature of the functions and services of a trust department. PR: Banking 180 or consent.

294. Commercial Lending **three hours**

This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. PR: Banking 180 or consent of instructor.

295. Bank Internship **three hours**

Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Banking or Accounting. This course may be repeated for up to six hours credit. PR: Banking 180, Accounting 201, 202, and consent of instructor.

Biology

(Division of Science and Mathematics/Health Careers)

101. Introduction to Biology **four hours**

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Introduction to Biology **four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements.

103. Introduction to Environmental Biology**four hours**

Introductory studies involving class discussions and laboratory or field work in the principles of environmental biology. Designed primarily for the student interested in the problems of environmental concerns, the interrelations among organisms and their physical and chemical environments. Three lectures and one two-hour laboratory or field session per week.

150. Human Sexuality**three hours**

The study of the various aspects of human reproduction. Anatomical, physiological, ecological and sociological areas of reproduction will be covered. It is designed as a general education course for all students. Biology 150 will not be accepted toward fulfilling specific requirements for any degree in biology.

170. Anatomy and Physiology**three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as the interactions. Three hours lecture and one 2-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

199. Special Topics in Biology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology**three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

205. Technical Microbiology**four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one 2-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology**three hours**

A survey stressing the taxonomy, distribution and habits of representative forms of the area. Special emphasis on collection, identification, and preservation of some of the more representative forms. One hour lecture and/or 4 hours of laboratory and field work per week. PR: 101, 102, or 103; or 219, 230.

215. Bio-Photography**two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

219. General Zoology**four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one 2-hour laboratory per week.

220. Invertebrate Zoology**four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: 219.

- 221. Vertebrate Zoology** **four hours**
Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 219.
- 224. Microbiology** **four hours**
Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease-producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: 230.
- 230. General Botany** **four hours**
Two lectures and two two-hour laboratories each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses.
- 242. Bio-Ecology** **three hours**
Two lectures and one two-hour laboratory each week. This course constitutes a study of the relationships of organisms to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: 101, 102, or 103; or 219, 230.
- 245. Aquatic Ecology** **three hours**
An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102 or 103; or 219 or 230.
- 250. Introduction to Entomology** **three hours**
One hour of lecture and two, two-hour labs per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.
- 285. Field Zoology** **three hours**
Primarily for those who teach or intend to teach biology. This course aims to familiarize students with the animal life of the State in its natural surroundings and includes the collection, identification, and study of habits of the various forms found in this region. PR: 101, 102, or 103; or 219.
- 290. Field Botany** **three hours**
Designed primarily for those students who plan to teach. The various groups of plants are considered in the field and laboratory with emphasis on the seed plants. Some attention is given to ecology. PR: 101, 102 or 103 or consent of instructor.
- 300. Environmental Microbiology** **four hours**
This course is designed to acquaint the student with the importance of microorganisms to humans and the environment. Included are the relationships of microorganisms and their interactions with both plant and animal communities including humans, the ecological parameters of microorganisms, the biogeochemical cycles and the applied aspects of the field of microbial ecology. Laboratory emphases will be on the isolation of bacteria, on the interactions of different microbial populations and studies of both qualitative and quantitative chemical changes in the natural ecosystem. Two lectures and two, 2-hour labs each week. PR: Biology 224.
- 310. Cell Biology** **three hours**
An introductory course in cellular physiology emphasizing functions common to all living forms of matter. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology**three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102, or 103; or 219 or 230 or 242.

340. The Plant Kingdom**three hours**

Two lectures and one two-hour laboratory per week. This course deals with the structural characteristics of the great plant groups through the bryophytes. Their organization, development, and reproductive structures are considered in detail. Teaching materials are compiled and techniques are developed. There are field trips on occasion. PR: 230.

341. The Plant Kingdom**three hours**

Two lectures and one two-hour laboratory each week. Continuation of the Plant Kingdom 340, but may be taken as an independent unit. This course covers the vascular plants including the ferns, gymnosperms, and angiosperms. PR: 230.

342. Mycology**four hours**

The course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relation of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: 230.

350. Comparative Anatomy of Vertebrates**four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be given to evolutionary structural advancements. PR: 221.

360. Biochemistry**three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological oxidation, and other aspects of the subject are considered. PR: Chemistry 305, Biology 230, 221, and 310. (Chemistry majors and minors by consent.)

368. Animal Physiology**four hours**

This course is designed to give consideration to the physiological process of animals, including integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory exercises will place emphases on the same physiological processes. Three lectures and one 2-hour lab per week. PR: Biology 219 and Biology 310.

370. Plant Physiology**four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, and growth and development. PR: 230, 310.

380. Introduction to Genetics**four hours**

Introduction to molecular, population and human genetics: the principles of heredity, chemical nature, structure and function of genetic materials. Three hours lecture and one two-hour laboratory exercise per week. PR: Biology 219, 230, and 310.

381. Principles of Evolution**three hours**

A study of the principles of organic evolution; physical, chemical and biological phenomena related to the understanding of the long term changing process of life. Two lectures and one two-hour laboratory per week. PR: 101, 102, or 103; or consent.

411. Histology**four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and study their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: 221 or 350.

415. Hydrobiology**four hours**

A study of the physical, chemical, and biological aspects of the various aquatic habitats. Emphasis is on the ecology of the various communities, with development of techniques in field ecology which may apply. Two lectures and two two-hour laboratory periods per week. PR: 210, 219, and 230 or consent.

418. Plant Pathology**three hours**

This course constitutes a study of the causal agents of plant diseases and their morphological and physiological effects upon the host. Consideration is also given to the control measures involved. Two lectures and one two-hour laboratory weekly. PR: 230 and 342 or consent of instructor.

420. Vertebrate Embryology**four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: 221 or 350.

430. Plant Taxonomy**three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: 341 or consent of instructor.

440. Plant Anatomy**three hours**

Two lectures and one two-hour laboratory each week. Attention is given to the fundamental tissue organization of the higher plants. Development and differentiation of cell type and structures are considered as they relate to the functioning of the organism as a whole. PR: 230.

450. Comparative Physiology**four hours**

A detailed study of the significance of the chemical properties of protoplasm in life processes including nutrition, respiration, circulation, excretion, nervous, reproduction and feed back mechanisms of control of synthesis, release, hyper and hypo conditions, chemical nature and effects of the secretions and synergistic interactions. Two lectures and two two-hour laboratory periods per week. PR: 310, 350, 368.

475. Research Methods in Biology**three hours**

This course is an introduction to the methods used in collecting, analyzing, and reporting biological data. Two lectures and one, two-hour laboratory each week. PR: 20 hours of biological courses and consent.

490. Seminar in Biology**one hour**

All biology majors, in the B.S. program either in their junior or senior year, will meet for one hour each week, for one semester. Each student will participate at least once during the term by reviewing a pertinent topic of biological significance for his fellow participants. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences**two hours**

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration

(Division of Commerce)

102. Introduction to Business**three hours**

This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. Juniors and seniors in any four-year Commerce Division major are not permitted to take this class unless it is specifically required in the major. It does not meet the requirements as a Business elective.

141. Business Mathematics**three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to a review of basic arithmetic skills and procedures; these basic procedures will be applied to routine business computational problems. This course is not open to students with previous credit in Math; it does not meet General Requirements for Math; it is not open to students with credit for Math 205 unless fulfilling requirements for a B.A. in Business Education; and, it does not meet the requirements for a Business elective, except where it is specifically included in the curriculum.

199. Special Topics in Business**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

206. Business Law I**three hours**

A study of the nature and function of our legal system, courts, and procedures, including the law of contracts, agency, and partnership.

207. Business Law II**three hours**

Continuation of 206. Substantive law of corporation, sales, secured transactions, commercial papers, and the legal basis of property as applied to business situations. Business 207 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 206.

230. Microcomputer Applications in Business**three hours**

This course will afford students the opportunity to improve their skills in the area of business applications software. No programming will be involved. Software programs to be addressed will reflect those most commonly used in the business community. PR: CS 100.

260. Real Estate Principles**three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination. PR: Accounting 201, Economics 201.

261. Real Estate Law**three hours**

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships, and legal transactions, and to determine when an attorney should be consulted. PR: Business 206, 260, or consent of instructor.

262. Real Estate Appraisal**three hours**

An examination of the nature of real property value, the functions and purposes of appraisal, the functions and methods of estimating value with emphasis on residential market value. The objective of the course is to equip the student with minimum knowledge and skills necessary to demonstrate application of cost, income, and market data approaches to real property value. PR: Business 260 or consent of instructor.

270. Principles of Insurance**three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles,

valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

271. Property and Casualty Insurance **three hours**

The course emphasis is placed on understanding coverages, policy provisions and concepts common to casualty and property insurance. Property and casualty contracts and forms studied are those common to the industry.

272. Life Insurance **three hours**

This course is designed primarily for students wishing an in-depth study of life, health, estate planning and annuity contracts. The law of contracts and agency, policy provisions and contents will also be studied.

273. Casualty Claim Practice **three hours**

This course includes the basic theory of claims practice, establishing the validity of written proofs of loss, investigating the scene of the loss, verification of loss, negotiating settlement, and application of human relations to claims. Common law, statutory law, and modern court decisions will be reviewed.

286. Real Estate Finance **three hours**

This course is a survey and introduction course covering the general area of real estate finance, with emphasis on residential financing. The course covers the terminology and documents of real estate financing, the nature of ownership and conveyance, the mathematics of real estate finance, the secondary markets and government activities, mortgage lenders, and some current issues in the marketplace. PR: Business 260 or permission.

310. Statistics **three hours**

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

350. Investments **three hours**

This is an introduction and survey course covering the broad field of investments, with the approach being descriptive rather than quantitative. There is substantial emphasis on terminology and vocabulary, and the course covers fixed- and variable-return investments, options and futures, markets and brokerage operations, portfolio theory and analysis, and real estate investments.

399. Special Topics in Business **one-six hours**

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree programs.

401. Business Finance **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions. PR: Accounting 201, 202.

408. Business Internship **three hours**

The internship places students in consulting situations which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

412. Applied Business Research **three hours**

This course will introduce students to research design and methodology and the analysis and application of information derived from business research activities. Specific areas of research will include marketing, personnel, sales management, and related business topics. PR: Business 310.

415. Business Policy**three hours**

This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Commerce Division. Through the process of case analysis, students will enhance their analytic and problem-solving skills by formulating the policies and strategies that are used in modern business organizations. PR: Senior standing in Commerce and consent.

420. Business and Society**three hours**

A course designed to develop in the student an appreciation of the societal and ethical issues facing businesses and managers today and to examine the influence these issues have on management decisions. PR: Econ. 202, Bus. 207, Jr. standing, or permission of the instructor. Students must be enrolled in a B.S. in Business Administration major.

450. Practicum**three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

***Business Education**

(Division of Commerce)

199. Special Topics in Business**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials in Teaching Business Education**three hours**

This course addresses teaching strategies for communication-related, computation-related, information-processing and basic business skills. A brief overview of business education at all levels and the professional role of the business teacher are addressed. The course is to be taken as part of the Initial Performance Practicum. Spring semester only.

***Note:** For other courses related to this subject matter area, refer to the section entitled Office Administration.

Chemistry

(Division of Science and Mathematics/Health Careers)

101. General Chemistry**four hours**

Three lectures and one three-hour laboratory. A study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. PR: One year of high school algebra and an Enhanced ACT Math score of 18 or Developmental Skills 105.

102. General Chemistry**four hours**

Three lectures and one three-hour laboratory. An extension of chemistry 101 with emphasis on specific areas of application. This course includes an introduction to organic chemistry and biochemistry dealing with typical compounds and important reactions. Other typical applied areas include air and water pollution, reduction of important ores, synthetic polymers, toxic materials and their actions, and nuclear chemistry. PR: Chemistry 101.

103. Modern Chemistry**four hours**

Three lectures and one three-hour laboratory. This course is designed to provide background for those students who take Chemistry 101 and 102 and then decide to take additional chemistry. It includes principles of chemical kinetics, equilibrium, electron-transfer processes, and theories of chemical bonding. PR: 102 with grade of C or better. Can be taken concurrently with 205 or 305.

Note: Chemistry 101, 102, and 103 may be substituted for Chemistry 105 and 106 in any program.

105. Chemical Principles**five hours**

Three lectures and two three-hour laboratories. A study of inorganic and elementary physical chemistry based on modern chemical concepts, including Stoichiometry, Atomic and Molecular Structure, Periodic Properties, Phase Relations Solution Chemistry, Chemical Equilibrium and Kinetics, Electrochemistry, and Nuclear Chemistry. Qualitative Techniques and an introduction to computer programming are included in the laboratory. PR: One year of high school chemistry and one year of high school algebra and an Enhanced ACT Math score of 20 or one year of high school chemistry and Developmental Skills 105 or Math 111.

106. Chemical Principles**five hours**

Three lectures and two three-hour laboratories. Continuation of Chemistry 105. PR: Chemistry 105.

199. Special Topics in Chemistry**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

205. Analytical Chemistry**four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106, or 103 concurrently.

206. Instrumental Analysis**five hours**

Three lectures and two three-hour laboratories. Theory of and practical experience in the use of modern chemical instrumentation. Includes Spectroscopic, Chromatographic, Electrochemical, and Radio-chemical methods. PR: Chemistry 205.

305. Organic Chemistry**four-five hours**

Three lectures and one or two three-hour laboratories. A systematic study of organic chemistry with emphasis on kinetic behavior, structural relationships, and reaction mechanisms. Includes the study of all major classes of organic compounds and functional groups. Chemistry majors and minors must take the five-hour course; others may elect either the four- or five-hour course. PR: Chemistry 106, or 103 concurrently, or 102 and consent of instructor for four hours only.

306. Organic Chemistry**four-five hours**

Three lectures and one or two three-hour laboratories. Continuation of Chemistry 305. PR: Chemistry 305.

340. Physical Approach to Modern Chemistry**three hours**

Three hours lecture per week. A study of elementary physical chemistry embracing the concepts without the utilization of calculus. This course is designed to provide the background necessary to teach the new high school courses in chemistry, physics and physical science, and it also provides valuable background for biology and pre-professional students. PR or corequisite: Chemistry 205 or 305.

401. Independent Study and Research**two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research**two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

- 403. Independent Study and Research** **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.
- 405. Physical Chemistry** **four hours**
Three lectures and one three-hour laboratory. A rigorous study of Kinetics, Thermodynamics, Quantum Mechanics, Phase Equilibria, Electrochemistry, and Nuclear Chemistry. PR: Chemistry 206, Chemistry 305, Mathematics 315, and Physics 102.
- 406. Physical Chemistry** **four hours**
Three lectures and one three-hour laboratory. Continuation of Chemistry 405. PR: Chemistry 405.
- 440. Intermediate Organic Chemistry** **three hours**
Three lectures. An advanced study of organic reaction mechanisms and organic syntheses. PR: Chemistry 306.
- 450. Intermediate Inorganic Chemistry** **three hours**
Three lectures. An advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. PR: Chemistry 340 or 405.
- 460. Seminar** **one hour**
Each chemistry major should register for seminar one semester, preferably during his senior year. PR: Consent of Instructor.

Computer Science

(Division of Commerce)

- 100. Introduction to Electronic Data Processing** **three hours**
Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed.
- 101. Applied Technical Programming** **three hours**
This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and operating system commands. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101.
- 102. Principles of Programming I** **three hours**
This course provides a study of the foundations of computer programming. Students are introduced to the basic data types, expression evaluation, variables and symbol tables, structured (GOTO-less) programming logic, procedures and functions. Elementary file processing is introduced. Projects using the language PASCAL will be assigned to exemplify these concepts and to give students experience using an editor and a compiled language. Because of its demanding character, this course is recommended primarily for CS majors or minors and for persons wishing to satisfy Graduate School entry requirements.
- 103. FORTRAN Programming** **four hours**
This course provides an introduction to FORTRAN 77 including I/O statements, looping, arrays and subroutines. Programming projects are assigned to give the student practical experience in program development. Applications involve both file processing and numerical computation. PR: CS 102.
- 104. COBOL Programming I** **four hours**
This is an introductory course for the major business programming language. Students learn the COBOL language organization and are given practice in planning, writing, and processing COBOL programs. The COBOL language requires the development of a complete understanding of data, records, and files. PR: CS 102.

106. Microcomputer DOS Usage**three hours**

This course provides students with an understanding of a DOS for a personal computer. Topics covered include both basic and intermediate DOS commands, subdirectories, redirection of I/O and batch files. Use of utility programs is also discussed. Flexibility and an understanding of concepts are emphasized. No prior knowledge of DOS is assumed.

108. Principles of Programming II**four hours**

This course is a continuation of CS-102. Structured data types including record structures, files, queues, stacks, and linked lists are covered in this course. Methods of manipulating those structures including sorting, searching, and file processing are covered. Programming projects are assigned to illustrate usage of these structures. PR: CS-102.

120. Educational Microcomputing**three hours**

This course consists of an overview of microcomputers illustrating how and why they are used in public school systems. Instructional software packages will acquaint students with the software packages applicable to the educational environment. Skill in computer programming using an appropriate language for microcomputers will be developed.

199. Special Topics in Electronic Data Processing**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming**four hours**

This course develops an understanding and skill in computer programming at the assembler level. The key objective is for students to become familiar with the internal operation of the computer. Topics covered include data representation, assembler instructions and their machine language representation, stack operation, and subroutine calling conventions. Programming projects are assigned to exemplify the topics covered. PR: CS-108 and a grade of "C" or better in Math 115.

204. COBOL Programming II**four hours**

This is an advanced course in application programming using the COBOL language. The course includes table handling, sorting, the report writer, file updating, video forms design, and other advanced topics. PR: A grade of "C" or better in CS 104.

208. Programming in C**four hours**

This course provides an introduction to the C programming language. Input/Output statements, selection and repetition structures, Arrays, Pointers, Functions, File processing, and the C preprocessor are among the topics covered in this course. Appropriate programming projects are assigned to illustrate these topics and to provide the student with a working knowledge of C. PR: CS 108.

220. Business Systems**three hours**

Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: CS 108, CS 104.

250. Programming Languages**three hours**

The syntax and structure common to various programming languages are studied in this course. In addition, short programs are assigned in each of several languages. Experience with command languages and batch files for operating systems is also provided. PR: CS-108.

260. Microcomputer Programming**three hours**

This course covers those aspects of programming unique to microcomputers including storage constraints, execution speed constraints, full screen data entry, and keyboard control. Programming projects are assigned to exemplify topics covered. PR: CS-201.

300. Computer Graphics**three hours**

This course provides an overview of interactive graphics programming. Topics include the design of a simple graphics package, interactive devices and techniques, geometrical transformations, and viewing in three dimensions. Representation of three dimensional shapes is also developed. PR: Math 116, CS-208.

302. Data Structures**four hours**

The more complex data structures including trees, balanced trees, and hashing functions are covered in this course. Other topics include recursion, advanced sorting and searching algorithms, and analysis and comparison of algorithms. Projects are assigned to illustrate usage of these structures. PR: CS-201.

305. Student Consulting**one hour**

The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the computer center for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent.

308. Compiler Construction**four hours**

This course provides an understanding of the anatomy of a typical compiler. Symbol tables, parsing, expression evaluation, and compilation of control structures are covered. Students will write a small compiler as an assigned project. PR: CS-302.

410. Data Base Management**four hours**

The primary emphasis of this course is creation of a program which implements a query language. The project includes subroutines for scanning, manipulating a data dictionary, and performing queries and updates. Familiarity with data base terminology is also developed. PR: CS-302.

420. Selected Advanced Topics**four hours**

Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the division head. PR: CS-302.

421. Computer Science Special Project**four hours**

Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement. PR: Consent of instructor.

Criminal Justice

(Division of Social Science)

100. Introduction to Criminal Justice**three hours**

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101. Police Operations**three hours**

Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; traditional procedures are questioned and improvements sought. Interrelationships of various police divisions are also scrutinized.

199. Special Topics in Criminal Justice**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Criminalistics**three hours**

A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search, fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

201. Traffic Law Enforcement**three hours**

A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.

202. Principles of Criminal Law I**three hours**

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

204. Police Defense Tactics**two hours**

The student will be exposed to the methods of physical protection, that includes the techniques of baton use, disarmament and defense techniques.

205. Natural Resources Laws**three hours**

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement.

206. Introduction to Corrections**three hours**

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms I**two hours**

The moral aspects, legal provisions, safety precautions, restrictions covering the use of firearms; nomenclature, and the firing of sidearm and shotgun. PR: CJ major or minor and instructor's consent.

210. Firearms Lab**one hour**

The course content will include practical skill development in the use of a handgun with emphasis on the principles of decision shooting.

211. Field Service Internship**three hours**

A supervised work experience with an assigned law enforcement agency for purposes of increasing understanding of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.

212. Abnormal Behavior and Crisis Intervention**three hours**

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed.

236. Criminal Investigation**three hours**

Fundamentals of investigation; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.

240. Adjudication Process**three hours**

Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.

246. Criminal Evidence and Procedures**three hours**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach.

302. Principles of Criminal Law II**three hours**

This is a continuation of Principles of Criminal Law I, which will include the interpretation of criminal statutes and the study of criminal intent.

310. Public and Police Administration**three hours**

Principles of administration and management of the police operation and its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.

315. Business and Industrial Security**three hours**

The role of security and the security industry in criminal justice; administrative, personnel, and physical aspects of the security field; loss prevention management in proprietary and government institutions, variations in physical security systems.

316. Community Relations in C.J.**three hours**

Problems in citizen relations; treatment of victims, witnesses and jurors; citizen involvement in the criminal justice process; community resources related to criminal justice programming.

320. Criminology**three hours**

The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

335. Analysis of Police Operations**three hours**

Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.

340. Laws of Arrest, Search & Seizure**three hours**

The course is designed to instruct the student in the principles of arrest, search and seizure. This will be undertaken by acquiring knowledge in case law and statutory law. PR: 100.

350. Group Techniques**three hours**

The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: 212.

355. Analysis of Correctional Operations**three hours**

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole.

360. Community-Based Corrections**three hours**

This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: 206.

365. Licit and Illicit Drugs**three hours**

This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: 100.

401. Independent Study**one-three hours**

Surveys and applied research as approved by student's major adviser.

402. Special Issues in Criminal Justice**three-nine hours**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

405. Terrorism**three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics,

nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Criminal Justice or Political Science)

410. Research in Criminal Justice **three hours**

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports.

411. Field Practicum **three-twelve hours**

A supervised professional study conducted in the criminal justice field setting.

420. Juvenile Justice Process **three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles — philosophy and practice; treatment procedures.

425. Evaluation of the Criminal Justice System **three hours**

Discussion and evaluation of criminal justice policies and practices with a focus upon crime prevention as the goal of the system; presentations by criminal justice officials; evaluation of career opportunities; preparation of senior research paper.

495. Seminars in Criminal Justice Management **one-three hours**

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems.

Economics

(Division of Commerce)

199. Special Topics in Economics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**

The general education courses in the field of economics. It is intended to introduce the student to the broad field of economics, including materials from both macro- and microeconomics. Primarily, the course instructs the student in how our economic system operates. Some attention is given to other economic systems. Not open to students with credit from Economics 201.

201. Economic Principles and Problems (for those meeting the requirement of six hours in Economics) **three hours**

The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202. Economic Principles and Problems (for those meeting the requirements of six hours in Economics) **three hours**

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR 201 or 200.

301. Intermediate Economic Analysis: Microeconomics **three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: 201, 202.

- 302. Intermediate Economic Analysis: Macroeconomics** **three hours**
National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: 201, 202.
- 303. Money, Credit, and Banking** **three hours**
An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: 201, 202.
- 305. Economics of Labor** **three hours**
A review of labor history with emphasis on the aims and methods of labor organizations, and theories of wages, and the current trends in labor-management relations. PR: 201, 202.
- 307. Personal Finance** **three hours**
A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer. PR: 201, 202.
- 401. Managerial Economics** **three hours**
This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: 201, 202.
- 406. Guided Economic Study** **one-three hours**
Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.
- 450. Practicum** **three-twelve hours**
A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Education

(Division of Education/Health, Physical Education, Recreation and Safety)

- 199. Special Topics in Education** **one-twelve hours**
The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 200. Introduction to Education** **three hours**
This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating an informed career decision and a professional commitment to teaching. It also includes an analysis of the historical, philosophical, and sociological basis for programs, instructional strategies and teaching behaviors in American Education. It is recommended that students take this course no earlier than the first semester of their sophomore year.
- 220. Areas of Exceptionality in Special Education** **three hours**
This course is a guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

- 221. Education of Exceptional Children** **three hours**
Special Education 221 is designed to acquaint the student with the research issues, assessment devices and classroom management techniques. The laboratory component highlights these aspects of Special Education. PR: Ed. 220 or consent of division head.
- 300. The Reading Process** **two hours**
This course examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. It should be taken currently with Education 303 in the junior year. PR: Education 200 and 302.
- 302. Human Growth and Development** **three hours**
This course is an analysis of human development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications for educators is stressed. Observations of school age children are required. PR: Education 200 and 58 or more semester hours with a C average.
- 303. Educational Psychology** **three hours**
This course is a representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 302, Admission to Teacher Education and 76 or more semester hours.
- 304. Developmental Reading** **two hours**
This study and application of teaching methods, materials and resources in the development of various reading skills should be taken following Ed. 300. PR: Education 200, 302, 300, 303.
- 305. Human Exceptionality & Cultural Diversity** **three hours**
Designed to prepare the pre-service teacher to effectively teach the range of students found in the public schools, it provides information about the spectrum of students: those considered handicapped, gifted, culturally diverse, and students at risk for school failure. It also presents strategies for adapting instruction to meet the learning needs of the mainstreamed classroom. A field experience is required.
- 306. Instructional Technology** **three hours**
This course is designed to introduce pre-service teachers (K-12) to computer technology and its applications to the classroom and curriculum. Interactive technology via the computer will be the major focus of the course although other forms of technology, including multimedia, will be explored. Special emphasis will be placed on (1) the customization of instruction to meet learning styles of a diverse student population, (2) the evaluation of current software applications and (3) the use of the instruction and for required laboratory assignments.
- 310. Language Arts/Social Studies in Elementary School** **three hours**
This is a methods course in which prospective K-8 teachers translate the content and skills of language arts and social studies to the developmental levels, prior experiences, intellectual, emotional and social needs, and learning styles of students. Activities will focus on the acquisition of knowledge, skills, and attitudes through practice in selecting appropriate content, goals, and strategies for K-8 students and designing effective teaching and evaluation procedures. A field experience is required.
- 311. Behavior Disorders** **three hours**
This is an in-depth investigation of the field of behavior disorders. Emphasis is placed on characteristics, etiology, history, educational strategies, current research, auxiliary agencies and educational assessment of children who are emotionally disturbed. A laboratory experience assists students in synthesizing the course content. PR: Education 220 and 221 or consent of the division head.
- 314. The Gifted and Talented** **three hours**
This course surveys the field of educational opportunities for the gifted and talented. Emphasis will be on the characteristics of the children, identification and assessment techniques, current research and issues in the field, as well as educational strategies involving school personnel, parental, professional, and governmental agency involvement with

the programs. A laboratory experience is required. PR: Education 220 and 221 or consent of the division head.

317. Specific Learning Disabilities **three hours**

An overview of the field of Specific Learning Disabilities is offered in this course. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 and 221 or consent of the division head.

320. Education of the Mentally Retarded **three hours**

This course is an analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 and 221 or consent of division head.

321. Diagnosis, Prescription and Assessment Techniques in Special Education **three hours**

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities in the focus of this course. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 221, 311 or 314 or 317 or 320.

322. Curriculum Approaches, Materials and Methods for the Mentally Retarded **three hours**

This course investigates curricular approaches, materials and methods utilized in reading, perception, speech and language, spelling and handwriting. The laboratory requires active participation in a classroom setting for the mentally retarded and examination of instructional materials. PR: Education 220, 221, and 320.

323. Curriculum Development for Gifted Children **three hours**

This course is designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods utilized in teaching gifted children. The laboratory component of the course features active participation in a classroom setting for gifted students. PR: Education 220, 221, and 314.

324. Curriculum Development for SLD Children **three hours**

This course is an investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods utilized in teaching children with specific learning disabilities. The laboratory component of the course features active participation in a classroom setting for learning disabled students. PR: Education 220, 221, and 317.

325. Curriculum Development for Behavior Disordered Children **three hours**

This course is an in-depth investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods that can be utilized with students who are exhibiting maladaptive behavior patterns and are experiencing social and academic failures. PR: Education 220, 221, and 311.

400. Classroom Organization and Practices, K-4 **two hours**

This is the culminating methods course in which prospective K-4 teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning. Clinical experiences will focus upon small group instruction primarily in math and reading/language arts.

401. Classroom Organization and Practices, 5-8 **two hours**

This is the culminating methods course in which prospective 5-8 teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning. Clinical experiences will focus upon small group instruction primarily in math and reading/language arts.

420. Student Teaching Experience (Elementary) **eight hours**

Full-time involvement in the teaching-learning process in a public elementary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) **four hours**

Full-time involvement in the teaching-learning process in a public elementary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) **four hours**

Full-time involvement in the teaching-learning process in a public secondary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

432. Evaluation Techniques in the Secondary School **two hours**

This course acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Planning, Instruction, and Classroom Management in the Secondary School **three hours**

This involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

440. Applied Practicum in Mental Retardation **three hours**

This course is a field-research practicum involving the prospective teacher, through analogous and equivalent practice, in diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issues are identified via action research, both in the field and laboratory. PR: Education 220, 221, 320, 321, and 322.

441. Practicum — Specific Learning Disabilities **three hours**

This is a field-based practicum intended to involve the teacher trainee as a student aide in a specific learning disability classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for SLD children. PR: Education 220, 221, 317, 321, and 322.

442. Practicum — Gifted Education **three hours**

This is a field-based practicum intended to involve the teacher trainee as a student aide in a gifted classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for gifted and talented children. PR: Education 220, 221, 314, 321, and 323.

443. Practicum — Behavioral Disorders **three hours**

This is a field-research practicum intended to actively involve the teacher trainee, through analogous and equivalent practice in the application and synthesization of previously learned concepts. Emphasis is placed on diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issue are identified via action research, both in the field and laboratory. PR: 220, 221, 311, 321 and 325.

450. Student Teaching Experience (Secondary) **eight hours**

A full-time involvement in the teaching-learning process in a public secondary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

470. Student Teaching Experience in Mental Retardation **four hours**

A minimum six-week full-time student teaching experience in an appropriate public school setting is required for successful completion of this course. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD **four hours**

A minimum six-week full-time student teaching experience in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities is required. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching in Gifted **four hours**

A minimum six-week full-time student teaching experience in a fully certified gifted program with a licensed teacher in Gifted is required. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Gifted Students. PR: All coursework in the program.

473. Student Teaching in Behavioral Disorders **four hours**

A minimum six-week full-time student teaching experience in a fully certified gifted program with a licensed special education teacher. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for the behaviorally disordered. PR: All coursework in the program.

Emergency Medical Services

(Division of Science and Mathematics/Health Careers)

101. Techniques of Emergency Medical Services four hours

The study of the techniques of emergency medical services including: medical aid for victims of trauma or illness, principles of auto extrication, rope work, and radio communications. Training includes both classroom and field experience. In addition to regular course hours, four lab hours are required each week.

102. Clinical Practicum three hours

This practicum is designed to increase the field knowledge of the EMS student prior to entry into the Paramedic Training Program. This course is recommended by the State Office of Emergency Medical Services. PR: EMS 101, EMT Certification, and approval of the EMS Program Coordinator.

105. Specialized Rescue Techniques three hours

Study of rescue systems with emphasis in extrication. Advanced training in auto extrication, rigging, knot tying, tunnel rescue, etc. Provide knowledge in rescue equipment, limitations of use and maintenance.

199. Special Topics in EMS one-twelve hours

Studies in special selected topics. The topics to be studied will be determined by the EMS Program Coordinator and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

202. EMT-Paramedic I eight hours

This course provides didactic training in advanced life support aspects of emergency prehospital care and includes Division I: Prehospital Environment, Division II: Preparatory, Division III: Trauma, Division IV: Medical I Toxicology, Alcoholism, Drug Abuse, Infectious Diseases, and Pediatrics), Division V: Obstetrics, Gynecology, and Neonatal, and Division VI: Behavioral Emergencies of the *National Standard Curriculum for EMT-Paramedics* by the Department of Transportation. Must be taken concurrently with EMS 203.

203. EMS Practicum I two hours

This course is devoted to the practical application of advanced life support aspects of emergency prehospital care in management of illness/injuries covered in EMT-Paramedic I. It will consist of at least 90 hours in the hospital setting or on a Mobile Intensive Care Unit. Must be taken concurrently with EMS 202.

204. EMT-Paramedic II eight hours

This course provides didactic training in advanced life support aspects of emergency prehospital care and includes Division IV: Medical II (Respiratory, Cardiovascular, Endocrine, Nervous System, Acute Abdomen, Genitourinary System, Reproductive System, Anaphylaxis, Environmental Injuries, Geriatrics and Gerontology of the *National Standard Curriculum for EMT-Paramedics* by the Department of Transportation. Must be taken concurrently with EMS 205.

205. EMS Practicum II two hours

This course is devoted to the practical applications of advanced life support aspects of emergency prehospital care in management of illness/injuries covered in EMT-Paramedic II. It will consist of at least 90 hours in the hospital setting or on a Mobile Intensive Care Unit. Must be taken concurrently with EMS 204.

206. EMS Practicum III one hour

This course is devoted to a 40-hr. field internship at a rescue squad prior to state testing. PR: EMS 202, 203, 204 and 205.

English

(Division of Language and Literature)

104. Written English

three hours

Training in writing and speaking, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English.

108. Advanced Written English

three hours

A continuation of English 104 stressing analytic and argumentative writing. One of the writing projects is a research paper. Laboratory work will be required of those who do not meet certain minimum standards in English. PR: English 104. English 108 is a prerequisite for all English courses numbered 200 or above.

109. Technical Report Writing

three hours

This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. 109 may be substituted for Eng. 108 in certain associate degree programs only.

199. Special Topics in English

one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

207. Children's Literature

three hours

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

250. Survey of English Literature

three hours

A study of the mind and temper of the English people as seen in their literature from the Old English period to the present.

260. Survey of American Literature

three hours

A historical study of the American mind as expressed in literature from colonial times to the present.

302. Narrative and Descriptive Writing

three hours

Practice in writing the simpler forms of fiction and personal narrative with descriptive detail.

309. Advanced Technical Communication

three hours

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industrial and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language with informed and uninformed audiences.

311. Literature of the Romantic Period

three hours

A concentrated study of the works of such writers as Burns, Wordsworth, Coleridge, Byron, Shelley, and Keats.

312. Literature of the Victorian Period

three hours

A concentrated study of the works of such writers as Tennyson, Browning, Rossetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

315. Shakespeare

three hours

A study of representative histories, comedies, and tragedies.

318. Modern Drama

three hours

The study of modern dramas from the nineteenth century to the present.

- 319. General Semantics** **three hours**
Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.
- 321. Study of the English Language** **three hours**
Word history and analysis; diction; descriptive grammar and constructions; fundamentals of composition. Required of all prospective teachers of English; to be taken before the I.P.P. Sophomores must have permission of instructor.
- 322. The Short Story** **three hours**
A critical study of this art form based upon the work of British, continental, and American authors.
- 341. Survey of World Literature** **three hours**
A study in translation of some of the great ancient and medieval writers from Homer through Dante.
- 342. Survey of World Literature** **three hours**
A continuation of 341 covering the period from the Renaissance to modern times.
- 343. The Current Scene in Literature** **three hours**
A course showing present-day attitudes as reflected in the work of contemporary writers.
- 346. The British Novel** **three hours**
A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.
- 347. The American Novel** **three hours**
A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.
- 348. The Bible as Literature** **three hours**
A study of the literary types and content of the Bible.
- 350. American Prose** **three hours**
A survey of the crucial ideas and methods of major prose nonfiction writers in America who have sustained and stimulated American life. Included are such figures as Hemingway, Agee, Mailer, and Baldwin in this century and Thoreau, Mark Twain, Franklin, and Henry Adams from earlier eras.
- 351. Minority Literature** **three hours**
Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the development of the American experience. Minority writings include the efforts of Black, Latin, Indian and Asian spokesmen, as well as the products of European ethnic groups, such as Jewish and Irish writers.
- 352. Southern Literature** **three hours**
A study of representative Southern authors and works from colonial times to the present, emphasizing the characteristically Southern themes and point of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.
- 353. Eighteenth-Century Literature** **three hours**
A study of important British writers of the period, particularly Swift, Pope, Addison, and Johnson.
- 360. Major American Poets** **three hours**
A study of leading American poets, particularly Poe, Emerson, Whitman, Dickinson, Frost, Pound, and Eliot.
- 371. Folk Literature** **three hours**
A survey course whose chief emphasis is on the study of the oral literature of West Virginia; kindred material is also studied and collected — superstitions, riddles, stories, songs, and localized language.

372. The Art of the Motion Picture**three hours**

A course designed to trace the evolution of the motion picture from its most humble beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course is intended for the serious student of the verbal and visual arts, it is also designed to accommodate (as an elective) an interested student who is an avid film goer and desires to improve his appreciation of the films he sees.

376. Civilization—A Personal View**three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

413. Expository Writing**three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers.

420. Seventeenth-Century Literature**three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

421. Chaucer**three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde*.

422. The British Drama**three hours**

The history of English dramatic literature from medieval to modern times.

423. Literary Criticism**three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

431. Methods and Materials in Teaching English**two hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum.

450. Honors Literature**one hour**

This course is intended for the superior student of literature, regardless of major. It consists of guided readings, weekly seminars, and an examination covering each semester's work. In order to graduate "with honors," a student must earn three hours of credit. PR: Permission of Honors Committee. Credit: One hour per semester. The maximum number of credits a student can earn in English 450 is 4 hours.

460. Independent Studies**one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

French

(Division of Language and Literature)

101. Elementary French I**three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II**three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered as a satisfactory prerequisite for this course.

199. Special Topics in French **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I **three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, the review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. There is included the use of a language laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Intermediate French II **three hours**

The continuation of French 201. PR: 201, or equivalent.

220. French Special Topics II **three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

292. Pro-Seminar. Special Topics. First Option, Topic I **three hours**

This course is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period, and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with First Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. First Option, Topic II **three hours**

This course is taken in conjunction with First Option, Topic I, described above. It is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1930. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Second Option **six hours**

This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture." PR: Consent of instructor.

301. Literature of the Seventeenth Century **three hours**

Reading of the plays of Corneille, Racine, Moliere with outside reports from other classical writers. Comprehension, speaking, reading and writing all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Language laboratory used. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

The content of the course consists of a study of the basic historical development and significant contributions to France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent.

321. Contemporary Literature**three hours**

Outstanding writers of the twentieth century, such as Camus, Ionesco, Proust, and Sartre. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation**three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses.

420. Refresher Course in Conversational French**three hours**

For secondary teachers seeking renewal credit. Conversation, grammar, phonetics, pronunciation, vocabulary, writing and listening comprehension. Individualized instruction relating to student's needs and goals. PR: Consent of instructor.

426. Main Currents of French Literature and Culture**three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. Texts taken from the Middle Ages to the Modern period, including selections from all genres. PR: French 202.

431. Methods and Materials in Teaching French**three hours**

Study and practice in teaching French language and literature, grades 5-12.

435. Foreign Language Methodology for Secondary Teachers**three hours**

A course dealing with all facets of teaching the language skills, culture, and literature, as well as learning to operate medial equipment, including the language laboratory. Instruction on topics such as individualization with the self-contained classroom, the use of the traditional grammar text with an audio-lingual approach, the writing of performance objectives for students and teachers, and new methods in foreign language teaching. Especially designed for secondary teachers seeking renewal credit. PR: Consent of the instructor.

Geography

(Division of Social science)

199. Special Topics in Geography**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography**three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography**three hours**

A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.

315. Urban Geography**three hours**

A study of urbanization process including origin, growth, function, spatial patterns, structure and heirarchical arrangement of urban centers, and urban problems, with special references to American cities.

330. Geography of North America**three hours**

A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

340. Geography of Europe**three hours**

A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.

350. Geography of Latin America**three hours**

This course is a regional study of South America, Central America, Mexico, and the West Indies.

360. Geography of Africa**three hours**

A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

370. Geography of Asia**three hours**

The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.

399. Maps and Diagrams**three hours**

A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; the preparation and understanding of maps; and introduction to the application of computers for maps and diagrams.

Geology

(Division of Science and Mathematics/Health Careers)

101. General Geology**three hours**

Two lectures and one two-hour lab per week. This course covers the materials of the earth's crust and the physical and chemical processes operating in and on the earth.

102. General Geology**three hours**

A continuation of 101. Application of physical and chemical processes to interpret the history of the earth. Includes a survey of evolution and the fossil record.

199. Special Topics in Geology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Health Education

(Division of Education/Health, Physical Education, Recreation and Safety)

100. Personal Health**two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health Science**two hours**

An in-depth study of the several content areas relating to health, contemporary health problems, and reciprocal relationships involving man, disease, and the environment are investigated.

199. Special Topics in Health**one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education**two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

- 202. Community Health Problems** **three hours**
 Philosophy, organization, identification and function of federal, state, and local public health agencies, and their role in dealing with community health and safety problems are presented. PR: Biology 101 and 102.
- 204. Health/Safety Seminar** **three hours**
 A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.
- 310. School Health Programs** **three hours**
 A comprehensive approach to the development of school health programs based upon the contemporary health needs and problems of students is investigated.
- 370. Contemporary Health Issues** **three hours**
 Identification, analysis and evaluation of our most critical health problems confronting society including drug abuse, addiction, human sexuality, cardiovascular disease, malignant neoplasm (cancer), and environmental health are examined. PR: Psychology 101 and Sociology 110.
- 400. Health Education for the Elementary School** **two hours**
 Specific areas of health relating to the needs of elementary school children are studied.
- 410. Seminar in Public Health Education** **four hours**
 The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.
- 412. Drug Use—Abuse—Addiction** **two hours**
 Students will examine physiological, psychological, social, historical, legal and health aspects of drug use, abuse and addiction.
- 415. Human Sexuality** **two hours**
 The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.
- 425. Environmental Health** **two hours**
 The traditional causes and emerging problems related to man's knowledge and understanding of environmentally-induced diseases are investigated. The study will involve the man-environment relationships conducive to optimum health.
- 431. Methods and Materials for Health Education** **three hours**
 This course is a study and discussion of methods and curriculum of teaching health education. Materials and techniques of instruction appropriate for all grade levels are examined.
- 450. Field Practicum in Public Health** **four hours**
 Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History

(Division of Social Science)

- 107. United States History I** **three hours**
 The Age of Discoveries to the Reconstruction Era.
- 108. United States History II** **three hours**
 The Reconstruction era to the present time.
- 111. History of Civilization I** **three hours**
 The earliest times to the beginning of the modern era.
- 112. History of Civilization II** **three hours**
 The beginning of the modern era to the contemporary period.

- 199. Special Topics in History** **one-twelve hours**
 Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 250. History of Technology** **three hours**
 A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or Industrial-Technical Education.
- 280. Introduction to Appalachian Studies** **three hours**
 An interdisciplinary study of Appalachian culture, focusing on the values, attitudes, and problems of the region, as reflected in its history, geography and its political, economic and social institutions. (This course may be taken for general elective credit toward all degrees, but does not satisfy the General Studies requirement for any degree.)
- 302. West Virginia** **three hours**
 West Virginia history, government, and geography from the first settlements to the present time.
- 305. History of England** **three hours**
 From Roman Britain to the present day.
- 312. Diplomatic History of the United States** **three hours**
 The foreign relations of the United States and the development of basic American foreign policies from the colonial period to the present.
- 314. American Military History** **three hours**
 This course will provide a survey of the history and growth of the United States military establishment. The course will focus on land warfare, emphasizing the evolution of tactics and the applications of the principles of war during the major military conflicts in which the United States engaged from the Revolutionary War to Vietnam. Students will also study the selection and performance of this country's military leaders, the development and importance of military logistics, and the social and political causes and consequences of the conflicts. The course will be offered once a year. Prerequisites: Permission of instructor.
- 315. Colonial America** **three hours**
 The American colonies from their beginnings to the end of the Revolutionary War.
- 316. The Early Republic** **three hours**
 United States history from the Revolutionary War to the close of the Mexican War.
- 317. Civil War and Reconstruction** **three hours**
 The victory of the Federal Union over sectional division.
- 318. The Gilded Age to the Great Crash** **three hours**
 The United States from 1876 to 1929.
- 319. Recent America** **three hours**
 America's emergence as a leading world power.
- 320. American Economic History** **three hours**
 Economic development of the United States from the colonial period to the present.
- 325. Medieval Europe** **three hours**
 Formative development in intellectual, social, economic, and political history from the fall of Rome.
- 326. American Constitutional History** **three hours**
 The origins of the Constitution of 1787 and the role of leading jurists and landmark cases in shaping the American Constitutional traditions.
- 330. Renaissance and Reformation** **three hours**
 The Renaissance in Italy and Northern Europe; the Protestant Reformation and the Counter Reformation.
- 331. Revolutions in History** **three hours**
 A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world.

- 340. Europe in the Nineteenth Century** **three hours**
Nationalism, imperialism, and industrial development before the First World War.
- 341. Recent Europe** **three hours**
Problems of readjustment in the twentieth century: the League of Nations, Fascism and Communism, the Second World War, the Cold War, the Common Market.
- 342. Diplomatic and Military History of Europe** **three hours**
The development of military and diplomatic techniques and foreign policies from the Middle Ages to the present day.
- 343. Urban History** **three hours**
The emergence of cities in the Old World and their subsequent development; an analysis of American urbanization from the colonial period to the present.
- 344. Great Leaders of the Twentieth Century** **three hours**
Selected political, military, and religious leaders of the twentieth century, using biographical and autobiographical materials to analyze, compare, and contrast their roles in recent and contemporary history.
- 352. History of Latin America** **three hours**
Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives.
- 355. History of Africa** **three hours**
Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods.
- 371. Social History of the United States** **three hours**
An advanced survey of the history of American social relationships and institutions with emphasis on the lives of ordinary people and incorporating recent scholarly research both quantitative and qualitative. Three one-hour lecture and discussion periods per week. PR: History 107 and 108.
- 373. Social History of the American Woman** **three hours**
An examination of women's changing roles and contributions to American society.
- 375. Philosophy of History** **three hours**
A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history.
- 376. Civilization — A Personal View** **three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.
- 380. Afro-American History and Culture** **three hours**
A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)
- 381. Blacks in America: 1865 to the Present** **three hours**
The history and culture of the Black Man in the United States from 1865 to the present. (Credit in history or sociology.)
- 390. The Ecology of Man** **three hours**
A transdisciplinary study of man's relationship to the natural environment, including problems of technology and pollution; historical and philosophical origins of conservation; ecological ethics; and environmental planning.
- 410. Area Study** **one-twelve hours**
A study of a region of the world conducted on an interdisciplinary basis. The area and time span studied will be determined by the instructor. PR: Consent.
- 424. History of Asia I** **three hours**
Historical and cultural development of Asia to 1800.
- 425. History of Asia II** **three hours**
Impact of the West on Asian nations from 1800 to the present.

- 453. Russia** **three hours**
 Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present.
- 455. ABC Powers of Latin America** **three hours**
 An in-depth analysis and study of the three leading powers of Latin America—Argentina, Brazil, and Chile.

Home Economics

(Division of Technology/Home Economics)

Child Care

- CC 130. The Child and Community** **three hours**
 A course designed to help the student understand the sociocultural forces (community, government, technology, economic) that affect the young child; and to examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with CC 132.
- CC 131. Programs for Early Childhood** **three hours**
 The historical background and present-day theories of preschool programs, the infant and young child in a home-based center, and the relationship of children, parents, and the community will be examined as to the needs of the administrator and the administration of early childhood programs.
- CC 132. The Child and Community Practicum** **one hour**
 In this course the student will observe the role of the middle-professional in the various agencies throughout the community. An overview of the needs, requirements, and skills of that middle-professional in the teaching of young children. The student will be required to work 35 hours in a young children's center. Take concurrently with CC 130.
- CC 230. Theory and Practice in Work with Young Children** **three hours**
 A course designed to build competencies in the work and the worker of young children. Daily and long range program development plans will concentrate on areas of learning experiences, activities areas, developmental levels, and learning styles. Take concurrently with CC 232.
- CC 232. Practicum with Young Children** **three hours**
 The theories and practice of young children will be emphasized in the activities and centers at the on-site work experience. The individuals will work with a variety of age levels, learning styles, philosophies, and/or types of young children settings. The students will be required to work 100 hours in a young children's center. Take concurrently with CC 230.
- CC 262. Child Care Practicum** **three hours**
 This course utilizes the knowledge and skills from all theory and practicum courses to assist in the planning, developing, implementing, and evaluating a six-week unit plan for a child development center. The student will be required to work 100 hours in a young children's center.
- CC 283. Cognitive, Affective Development of Children** **three hours**
 A study of the theory and research relevant to cognitive and affective development of pre-school children. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children.

Fashion Merchandising

FM 115. Introduction to Fashion Merchandising **three hours**

An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacturer to consumer will be covered in this course.

FM 116. History of Contemporary Fashion **three hours**

The study of historical costume from ancient times through modern costume to understand the impact of historical costume on contemporary design.

FM 217. Fashion Retailing and Merchandising **three hours**

An examination of the fashion business at the retail and wholesale levels, including shopping psychology, promotional activities and marketing strategies will be covered. Current issues in the fashion industry will also be studied, using field trips and guest lecturers to supplement classroom discussion. PR: FM 115.

FM 218. Fashion Merchandising Practicum **four hours**

In this course, the student will receive on-the-job experience at fashion merchandising establishments. The student will be required to work 120 hours and meet for class one hour per week. Classroom activities will include lectures and projects. PR: FM 217.

FM 251. Fashion Design and Illustration **three hours**

The study of the principles and elements of design and their application into the design of contemporary fashion. Creative fashion design, figure drawing, and rendering.

Food Service Management

FSM 110. Elementary Nutrition **two hours**

A study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. Students will evaluate their daily nutritional intake against recommended daily allowances.

FSM 219. Introduction to Food Service Industry **three hours**

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food-borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

FSM 220. Diet Therapy and Community Nutrition **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Course includes observations in both health care facilities and community feeding programs under supervision of a registered dietitian or food service director.

FSM 221. Food Service Equipment **two hours**

Emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course.

FSM 223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment. Course includes laboratory experience in quantity food preparation.

FSM 224. Food Service Practicum **four hours**

Observation experiences in a variety of food service operations. This experience is in an operating establishment under the supervision of food service management personnel. Sessions are conducted for students to share experiences and discuss learning activities.

FSM 227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase, specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

FSM 229. Food Management Seminar **one hour**

Coordinates and reviews materials student has learned in the food service industry, and discusses various food service management problems and solutions.

Home Economics**HEC 101. Principles of Clothing Construction** **three hours**

Application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual; development of construction techniques using various fabrics; the use and care of equipment and pattern alterations. (Course can be taken for two credits for Home Economics Specialization 5-8).

HEC 102. Apparel Industries **two hours**

The course assists textiles and apparel students to better understand garment manufacturing and the decision making involved in marketing, merchandising, and producing apparel.

HEC 103. Clothing Selection **three hours**

A cross-cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing. (Course can be taken for two credits for Home Economics Specialization 5-8.)

HEC 199. Special Topics in Home Economics **one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

HEC 201. Principles of Food Selection and Preparation **three hours**

This is a study and application of food principles in food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one, two and one-half hour lab period per week.

HEC 202. Meal Management **three hours**

The application of advanced techniques in food preparation. Particular emphasis is given to flour mixture and meat cookery. Menu planning and meal management, as they relate to time, energy, and money, are also included in the course. Lecture two hours, laboratory two and one-half hours per week.

HEC 210. Textiles **three hours**

The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy. (Course can be taken for two credits for Home Economics Specialization 5-8).

HEC 250. Design in Home Furnishings **three hours**

The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments, and the appropriate selection of enrichment accessories. (Course can be taken for two credits for Home Economic Specialization 5-8).

HEC 299. Special Topics in Home Economics **one-three hours**

A course designed to study selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

HEC 303. Nutrition**three hours**

A study of the principles of nutrition with application of planning adequate diets for normal individuals and family groups of varying cultural and economic levels. Food habits, their development and changes are reviewed. Nutrition resource materials are collected and evaluated. National and international problems of nutrition are included. (Course can be taken for two credits for Home Economics Specialization 5-8).

HEC 310. Family Life Education**three hours**

A study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families. (Course can be taken for two credits for Home Economics Specialization 5-8).

HEC 312. Consumer Education**three hours**

A study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

HEC 315. Home Management**three hours**

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family. The use of technology and its influences on the home, the family, and the future of our society. (Course can be taken for two credits for Home Economics Specialization 5-8).

HEC 316. Household Equipment**three hours**

The principles underlying the selection, use, care, safety, layout, and maintenance of equipment used in the home with emphasis on energy consumption, kitchen planning, family life cycle and style, storage and space utilization, environmental concerns, and career opportunities.

HEC 318. Home Management Problems**two hours**

The course includes analysis and application of management principles, common problems, the family's use of resources, management of the individual and the family relationships, discovering how the special needs can confuse and strain the home, evaluating the needs and wants that technology adds to the home and family, and planned and supervised experiences of home management problems.

HEC 320. Housing in Society**three hours**

Designed to help individuals analyze social, physical, economic, and psychological needs which must be met through housing. Concepts covered will include effective use of space, housing as a global issue, effective use of resources, and environmental concerns.

HEC 330. Child Care and Development**three hours**

The course examines the theory and research relevant to cognitive, social, emotional, and physical development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and planning for development and learning.

HEC 331. Adolescent Development**three hours**

The course examines theory and research relative to physical, emotional, and intellectual development, relationships with parents and peers, and growth in self-direction. Special attention is given to identity, self-concept and personality, societal needs, adolescent pregnancy, sexually transmitted diseases, human sexuality, adolescents in school, occupational wants, family dynamics, and health issues. (Course can be taken for two credits for Home Economics Specialization 5-8).

HEC 332. Child Development Problems**one-three hours**

An appreciation of theory and research is used in planning programs, materials, and guidance to enhance the development and learning in all areas of child development. A supervised experience in working with preschool children will include 35 to 100 hours of on-site experiences with young children. PR: HEC 330 or taken concurrently.

HEC 399. Special Topics in Home Economics **one-three hours**

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

HEC 402. Tailoring **three hours**

The course includes construction of a suit or coat with emphasis on selection of fabric, fitting, and traditional and contemporary tailoring techniques. Consult instructor for prerequisites. Taught on demand.

HEC 431. Methods in Materials in Teaching Vocational Home Economics **three hours**

A study is made of the philosophy and goals of teaching vocational home economics at the middle, secondary, and post-secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a home economics department is analyzed.

HEC 499. Special Topics in Home Economics **one-three hours**

A course designed to study special topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

Interior Design**ID 140. Introduction to Interior Design** **three hours**

This is a survey of the field of interior design. Topics covered include historical overview, detail and design of architecture and furniture periods. A study is made of components, materials and career opportunities in residential and commerce interior design.

ID 151. Home Arts **three hours**

A study is made of applied arts for the home. Projects include hand-crafted accessories, linens, pillows and draperies. This course provides an opportunity not only to create but appreciate and evaluate well-designed enrichment items.

ID 240. Interior Design II **four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Areas of color, lighting, space needs and materials are covered. PR: ID 140.

ID 275. Interior Design Practicum **four hours**

Various businesses related to interior design provide for on-site training and experience. Preparations of résumé and professionalism are also covered. PR: ID 240.

Human Services

(Community College)

100. College Orientation **one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services, such as the academic advising system. This course is offered on a credit/non-credit basis.

199. Special Topics in Human Services **one-twelve hours**

Students in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(Division of Language and Literature)

- 199. Special Topics in Journalism** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 240. Reporting** **three hours**
Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104 and/or 108 through CLEP. Required for journalism and English teaching specializations as well as non-teaching journalism minor and graphics programs. Offered fall and spring semesters. Three hours lab required. (Enroll in both Journalism 240 and Journalism L240.)
- 270. Communications in Society** **two hours**
Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism teaching specialization and non-teaching journalism minor. Offered during fall semester on alternate-year basis.
- 271. The Newspaper and Society** **three hours**
Definitive study of responsibilities, issues, laws and ethics in relation to the news media. Covers the social responsibility theory of the press as it evolved in this country and laws and ethics affecting news media and news media's effect on the law. Reinforces necessity for accuracy in the media. Offered only in summer.
- 280. History of American Journalism** **three hours**
Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester; alternates with Journalism 270.
- 312. Publications Problems** **three hours**
Practical approach to public relations and problems typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook magazine or handbook. Problems of staff organization, training, finance, format, ethics, publics, etc., discussed. Three-hour laboratory arranged. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during spring semester. PR: Journalism 240 and 343, or instructor's consent if 343 has not been completed.
- 320. Principles of Advertising** **three hours**
Concerns the management, planning, creation and use of advertising in view of today's social attitudes, consumer trends, government controls, management pressures, and changes within the advertising structure. Taught by the commerce faculty for both business and journalism students. Required for the journalism teaching specialization. Journalism majors and minors, register for Journalism 320, not Marketing 320.
- 330. Advanced Reporting** **three hours**
Advanced study and practical application of journalistic writing techniques with practicum on the Fairmont newspaper where students master use of video display terminals. Emphasis on investigative reporting and in-depth feature writing with assign-

ments for campus publications. Enrollment suggested for senior students who have had extensive writing and editing assignments on college publications. PR: Grade C or higher in Journalism 240.

334. News Photography **two hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of technology division. Limited enrollment. Required for both the journalism teaching specialization and the non-teaching journalism minor.

340. Journalism Practice **two hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Required for teaching specialization in journalism. Offered first semester during both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 and/or 343 or consent of instructor.

341. Journalism Practice **two hours**

Continuation of Journalism 340. An elective for the journalism teaching specialization or the journalism minor, providing a variety of journalistic opportunities in print and/or broadcast journalism depending on the individual student's interest and expertise. PR: Journalism 240 and/or 343 or instructor's consent.

343. Copy Editing and Makeup **three hours**

Intensive study of modern editing and makeup practices, copy-reading, proofreading and headline writing principles. Production processes, photo-journalism selection and advertising are related to publication of newspapers, magazines, yearbooks and other forms of print journalism. Provides application of techniques through practical experience on college publications. Three hours lab required. (Enroll in both Journalism 343 and L343.) Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester. PR: Grade of C or higher in Journalism 240.

Learning Skills

(Community College)

***Developmental Skills**

101. Basic Writing Skills **three hours**

Emphasizes grammar, punctuation, spelling, sentence and paragraph structure to improve writing skills, providing ample time for in-class writing.

102. Reading and Study Skills **three hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary and comprehension skills, and in study skills, including time management, textbook comprehension, notetaking and test preparation.

103. General Math **two hours**

The following topics will receive attention in this course: basic operations (adding, subtracting, multiplying and dividing) whole numbers, fractions, decimals, and percent; some attention will be given to skills in solving reading problems. Application to everyday problems will be stressed. Some instruction is computer-assisted; no previous background is required.

104. Pre-Algebra **three hours**

The following topics will receive attention in this course: positive and negative integers, order of operations, fractions, solving elementary equations, and introduction to working elementary word problems. Students with weak or no algebra background should enroll.

105. Elementary Algebra**three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations. Students with limited backgrounds in algebra will be encouraged to enroll.

106. Elementary Plane Geometry and Trigonometry**two hours**

The following topics will receive attention in this course: Introduction to points, lines and planes in rectangular coordinate systems; analytical and graphical plane geometry; and analytical and graphical plane trigonometry. Students with limited backgrounds in plane geometry and trigonometry will be encouraged to enroll.

107. Paragraph Writing Skills**three hours**

Emphasizes topic sentence, transitional and developmental sentences and paragraph order, including inductive, deductive, descriptive, narrative and climactic modes. For students who have weak paragraph writing skills.

199. Special Topics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Coordinator.

*Credit cannot be counted for graduation purposes.

****Accelerated Skills****101. Speed Reading****two hours**

This course is designed to sharpen perception, increase eye span and improve eye movements. Extensive reading material is used to integrate efficient reading techniques into daily reading. The course's goal is to increase speed 25 percent and to maintain comprehension of 80 percent or better. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

102. Advanced Speed Reading**one hour**

This computer-assisted course is designed to aid students in reading 700 words per minute with 70 percent comprehension. The purpose is to bring students with adequate college level reading skills to excellent reading skills. No previous computer experience is necessary. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

104. Words and Usage**two hours**

Computer-assisted instruction is provided in vocabulary enhancement by stressing contextual and etymological studies and dictionary and thesaurus exercises. The course is designed to extend the students' receptive and expressive vocabularies. The words studied are taken from suggested lists for college sophomores. Students taking or who have taken a developmental reading or writing course should consult with the instructor before enrolling in this course. No previous computer experience is necessary.

112. Technical and Expository Writing Workshop**one hour**

This is a guided microcomputer laboratory for technical writing students. Students will use the data processing tools of a modern technical writer to complete assignments in related writing courses. Instruction will be provided for equipment operation and an introduction to a disk operating system, a word processor, a communications program, and a computer drawing program. Laboratory exercises with equipment widely used in business and industry will expose students to desktop microcomputers, printers, plotters, modems, and data entry devices. Corequisite: Enrollment in a writing class or instructor's consent.

199. Special Topics in Skills Acceleration**one-twelve hours**

A service course to other academic divisions in accelerated skills (such as the French or Spanish Workshops). The course is to be approved by the chair of the division requesting the service course, the Program Coordinator and the Dean of Community College. Credits earned will be applicable as free electives in degree and certificate programs.

**Credit is counted for graduation purposes.

Library Science

(Division of Language and Literature)

101. How to Use a Library**one hour**

An introductory course designed to develop a knowledge of library services and resources, competence in using research tools (print and computer), and skill in basic search strategies. Emphasis is on the Fairmont State College Library. A self-paced, arranged course useful to all students.

200. Reference and Bibliography**three hours**

An introduction to basic reference sources, including their analysis, use, evaluation, and selection. Covers both printed and computer-based sources of information. Emphasizes practical reference skills. First semester only.

210. Library Materials for Adolescents**three hours**

A study of the philosophy and principles used in selecting materials and in designing library-media programs for young people. A wide variety of material is studied with an emphasis on collection development for young adults. Second semester only.

302. Cataloging and Classification**three hours**

A hands-on cataloging course which includes descriptive cataloging, subject analysis and the creation of call numbers. Basic catalog management techniques are covered as well as technical processing skills. Second semester only.

304. Organization and Administration**three hours**

A study of the philosophies, objectives and methodologies involved in the operation of libraries. Emphasizes policies, guidelines and standards, budget, staff, equipment and facilities, public relations, reports and statistics. PR: LS 200, 210, 302. First semester only.

305. Library in the Educational Process**three hours**

A study of the role of the library in the total school program. Focuses on the implementation of the school's goals through instruction, consultation, and curriculum support activities. Emphasizes a resource-based approach to learning. PR: LS 200, 210, 302. First semester only.

400. Library Practice**three hours**

A minimum of 100 hours of practical experience in a library. For an A.B. in Education this course must be taken concurrently with Education 420 or Education 450. PR: LS 200, 210, 302, 304, 305, Eng. 207, Educ. 306.

Management

(Division of Commerce)

209. Principles of Management**three hours**

The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

214. Office Management**three hours**

Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

305. Small Business Management**three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management**three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

390. Human Behavior in Organizations**three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 309.

409. Quantitative Management**three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years. Menu-driven software is used to find solutions to problems associated with the more popular management science techniques.

Marketing

(Division of Commerce)

204. Marketing**three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

205. Salesmanship**three hours**

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunities to construct and give sales presentations.

300. Retailing**three hours**

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

312. Retail Field Experience**four hours**

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising**three hours**

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

411. Marketing Management**three hours**

This course is designed to provide a more in-depth study of marketing theory and processes. Emphasis will be placed on the analysis and decision-making processes required of marketing managers. PR: Marketing 304.

Mathematics

(Division of Science and Mathematics/Health Careers)

101. Applied Technical Mathematics I**three hours**

An introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric func-

tions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot satisfy general studies requirements. PR: One unit of high school algebra and a score of 18 or higher on the Enhanced Math ACT subtest or Developmental Skills 105 and one unit of high school geometry or Developmental Skills 106.

102. Applied Technical Mathematics II

three hours

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, as well as complex numbers, exponential and logarithmic functions, inequalities and additional topics in trigonometry. This course cannot satisfy general studies requirements. PR: Math 101.

110. Mathematics for Elementary Teachers I

three hours

An introductory course in mathematical ideas. This course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for general requirement in science and mathematics. PR: One unit of high school algebra and a score of 18 or higher on the Math Enhanced ACT or Developmental Skills 105, Elementary Algebra.

111. Intermediate Algebra

three hours

This is a beginning course in college algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. PR: One unit of high school algebra and a score of 18 or higher on the Math Enhanced ACT or Developmental Skills 105, Elementary Algebra.

112. Intermediate Mathematics I

three hours

An introductory course of integrated algebra, trigonometry, and related topics. This course cannot be used as mathematics credit toward certification for teaching mathematics. PR: a) Math 111 and either one unit of high school geometry or Developmental Skills 106, Elementary Plane Geometry and Trigonometry OR b) Two units of high school algebra, one unit of high school geometry, and an Enhanced ACT mathematics score of 20 or greater.

115. Intermediate Mathematics II

four hours

An integrated course of the material traditionally offered in college algebra and trigonometry, and related topics. PR: a) Math 112 OR b) two units of high school algebra, one unit of high school geometry, and one unit of high school mathematics having algebra and geometry as prerequisites, and an enhanced ACT mathematics score of at least 22 or greater.

116. Calculus I

four hours

The simpler techniques of differentiation and integration for the elementary functions. Step functions and their integral, the exact area under a monotonic curve, the definite integral. Limit of a function, slope of a curve, tangents, instantaneous rates. Continuity, algebra of limits, existence of limits, continuous functions. Derivative of a function, $D(u + v)$, Dcu , Cuv , Du^n , differentiation of polynomials. Interpretation and applications of derivatives. Mean value theorem. Taylor's theorem, higher order derivatives, cut-off Taylor's series as approximations, convexity, consent at acceleration, maxima and minima. Differentiation of rational functions, maxima and minima with side conditions. The antiderivative, differential equation $DF(x) = f(x)$, fundamental theorem of calculus. Integration by parts, algebraic properties of integrals, applications, area, average value of a function, failing bodies, work, volumes, moments. Antiderivatives of negative powers, application, Theory of logarithms and general powers. Exponential function. Tangent and normal, orthogonal curves, angle between two curves, circle and parabola. Arc length, polar coordinates. Derivatives and integrals of trigonometric functions. Periodic motion, simple harmonic motion. Inverse trigonometric functions. Numerical methods: trapezoidal rule, Simpson's rule, Newton's method. PR: 115 or equivalent.

199. Special Topics in Mathematics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic**three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 115 or consent.

201. Mathematical Logic**three hours**

A continuation of Math 200. PR: Math 200.

205. Fundamental Concepts of Mathematics**three hours**

An introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numeration systems, introductory number theory, probability, and other related topics. This course will be offered each semester; it cannot be substituted for Math 110. PR: a) One unit of high school algebra and a score of 18 or higher on the Enhanced Math ACT subtest OR b) Developmental Skills 105, Elementary Algebra.

214. History of Mathematics**three hours**

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.

216. Introduction to Discrete Mathematics**three hours**

This course is designed to provide a survey of the mathematical reasoning and the objects of study found in discrete mathematics. Topics considered include sets, relations, functions, combinatorics, graphs, trees, discrete probability, and recurrence relations. Interspersed throughout the course will be material on the nature of proof and analysis of algorithms. PR: Math 115

315. Calculus II**four hours**

A continuation of Math 116. PR: 116.

316. Calculus III**four hours**

A continuation of Math 315. PR: 315.

323. Mathematics for Elementary Teachers III**three hours**

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. Credit for this course does not count for general requirement in science and mathematics. PR: Math 210 or concurrent registration with consent of instructor.

335. Probability and Statistics**three hours**

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the binomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.

336. Probability and Statistics**three hours**

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis**three hours**

Solution of equations. Functional interaction of equations, analysis of special methods such as the methods of false position and of Newton; interaction for systems of equations. Reduction to first order systems. Gaussian elimination and some interactive methods for inversion. PR: Math 315 and CS 102, or consent of instructor.

361. Abstract Algebra**three hours**

Sets, relations, functions, operation, etc. Algebraic systems: integers, rationals, matrices, etc. isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 116 or consent of instructor.

362. Linear Algebra**three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 316 or consent.

372. Modern Geometry**three hours**

A brief review of informal Euclidean Geometry, including areas and volumes. A formal development of Euclidean geometry utilizing concepts such as incidence, convexity separation, distance functions, angular measurement functions. Other geometric topics such as topology, non-Euclidean geometry, finite geometries, projective geometry and transformational geometry are briefly introduced. PR: Math 116 or consent.

373. Projective Geometry**three hours**

Extended Euclidean plane, elements of perspective, linear transformations in \mathbb{P}^2 , the axiomatic foundation, the complete four-point and complete four-line, conics, introduction of coordinates. PR: Consent.

375. Topology**three hours**

A study of sets, relations, functions, cardinal numbers and orderings. Topological spaces, including continuity, convergence, separation, compactness connectedness. PR: Math 315.

391. Introduction to Analysis**three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 316.

393. Introduction to Foundations of Mathematics**three hours**

Continuation of 391. PR: Consent.

400. Seminar**one-three hours**

PR: Consent.

401. Differential Equations**three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus**three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 316 and consent.

413. Introduction to Complex Variables**three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e , $\sin x$, $\log z$. Analytic functions. Limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 315.

431. Methods and Materials in Teaching**three hours**

This course is designed for senior education majors with a math teaching specialization in either grades 5-12 or 5-8. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-8 majors must complete Math 431 prior to enrolling in the IPP. PR: 5-8 majors; Math 115 and a 2.2 average in math courses completed; 5-12 majors; Math 316 or consent and a 2.2 average in math courses completed. Offered fall semester only.

Medical Laboratory Technology

(Division of Science and Mathematics/Health Careers)

101. Introduction to Medical Laboratory Technology**three hours**

Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved. PR: Permission of Instructor. Fall Semester.

102. Clinical Microscopy and Laboratory Instrumentation**three hours**

Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: Admission to MLT Program. Spring Semester.

199. Special Topics in Medical Laboratory Technology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

200. Clinical Serology**two hours**

Lectures and laboratory demonstrations involving clinical serology. Principles, theory, and diseases related to various antigen-antibody techniques will be discussed, including AIDS and hepatitis. PR: MLT 101 and 102. Spring Semester.

201. Clinical Serology Practicum**one hour**

Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102. Arranged.

202. Clinical Biochemistry Lecture**four hours**

Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102. Fall Semester.

203. Clinical Biochemistry Practicum A (First Rotation)**two hours**

Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102. Arranged.

204. Clinical Biochemistry Practicum B (Second Rotation)**two hours**

Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 203. Arranged.

205. Clinical Microbiology Lecture**four hours**

Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102. Fall Semester.

206. Clinical Microbiology Practicum A (First Rotation)**two hours**

Laboratory experience in basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102. Arranged.

- 207. Clinical Microbiology Practicum B (Second Rotation)** **two hours**
Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 206. Arranged.
- 208. Clinical Mycology and Parasitology** **two hours**
Lecture and slide study of mycological and parasitological species. Students will have lectures of concise, systematic introduction to the biology and epidemiology of human parasitic and mycological diseases. PR: MLT 101 and 102. Spring Semester.
- 209. Clinical Microscopy Practicum** **one hour**
Laboratory practice in the collection and performance of various urinalysis tests including microscopic examination of urinary sediment. PR: MLT 101 and 102. Arranged.
- 210. Clinical Hematology Lecture** **four hours**
Theory, principles, applications, techniques of measurement and functions of blood cells, hemoglobins, hemostasis, myeloproliferative disorders, cytochemistry, and quality control. (3 hours lecture, 3 hours lab) PR: 101 and 102. Summer.
- 211. Clinical Hematology Practicum A (First Rotation)** **two hours**
Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures. PR: MLT 101 and 102. Arranged.
- 212. Clinical Hematology Practicum B (Second Rotation)** **two hours**
Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 211. Arranged.
- 213. Immunohematology Lecture** **four hours**
Theory, principles, applications and techniques of antigen-antibody reactions dealing primarily with blood typing and transfusions. Genetics, legal aspects, hemolytic diseases and quality control. (3 hours lecture, 3 hours lab) PR: 101 and 102. Summer.
- 214. Immunohematology Practicum A (First Rotation)** **two hours**
Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102. Arranged.
- 215. Immunohematology Practicum B (Second Rotation)** **two hours**
Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 214. Arranged.
- 216. Seminar** **two hours**
This course will correlate students' didactic knowledge with their clinical experience. Guest speakers and field trips will introduce the students to other aspects of laboratory medicine. For completion of the class, the student must write and present a research paper on one facet of the laboratory. PR: ML 101 and 102. Spring Semester.

Medical Record Technology

(Division of Science and Mathematics/Health Careers)

- 103. Directed Practice I** **one hour**
This course is designed to introduce the student to individual medical record forms, the compilation of a medical record, record numbering systems, filing systems, and quantitative analysis. Inpatient, outpatient, and extended care record models are presented in the laboratory. In the clinical setting, the student will have an opportunity to practice preparation and filing of patient index cards; assembly, analysis, filing and retrieval of medical records; release of medical information and general office procedures. Four hours per week. Taken concurrently with MRT 104. Fall Semester.

104. Introduction to Medical Records**three hours**

This course serves as an introduction to the functions and duties of a medical record technician, the national organization as well as an orientation to the study of the basic medical record, analysis, assembly, filing, as well as storage and retrieval. Three hours lecture. Fall Semester.

106. Directed Practice II**two hours**

This course is designed to give the student additional practice in numbering, assembling, analyzing, filing and retrieving medical records, as well as introducing such new procedures as microfilming, data/word processing, transcription, data gathering, and preparation of statistical reports. Eight hours per week. PR: MRT 103. Taken concurrently with MRT 107, MRT 110. Spring Semester.

107. Storage Systems**two hours**

This course is designed to acquaint the student with various storage and retrieval aspects of health care information. Included in this area would be manual and computer storage, and statistical reports. PR: MRT 104. Fall Semester.

108. Medical Transcription/Word Processing**three hours**

This course is designed to synthesize the skills and knowledge of typing, machine transcription, medical terminology and medical record forms. Use of word processing equipment in preparing medical reports will be introduced. Three hours per week. PR: OAdm. 102 or 35 wpm typewriting speed. Spring Semester.

109. Hospital Statistics**three hours**

This is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable to health care institutions will be introduced. Three hours lecture. PR: MRS 104. Spring Semester.

110. Legal Aspects of Health Information**three hours**

This course is designed to instruct the student in the basic legal principles, release of confidential health information, court conduct, and association with legal authorities. PR: MRT 104. Spring Semester.

205. Classification Systems, Indexes, Registers**five hours**

This course is designed to emphasize the history and development of disease coding. The student will spend time learning the procedures of the various systems. Application of the current coding system will be emphasized. Indexing by manual method and computer are explained. Four hours lecture, two hours laboratory per week. PR: MRT 103, 104, 106, 107, and 110. Fall Semester.

206. Directed Practice III**three hours**

This course will afford the advanced student opportunity to code and index diseases and operations on medical records and to sharpen skills in numbering, assembling, analyzing, filing, retrieving, transcribing, statistical computations, and specialized registries and studies. Twelve hours per week. PR: MRT 103, MRT 106. Taken concurrently with MRT 205. Fall Semester.

207. Health Information Supervision**five hours**

This course is designed to introduce management functions required to direct a medical record department: procedure development, methods analysis, job description, work standards, budgeting, layout, work flow, organizational charts, interdepartment relationships. Current standards of health care are presented: Joint Commission on Accreditation of Hospitals (JCAH) accreditation state licensure, quality assurance, utilization review, risk management. PR: MRT 205, 206. Spring Semester.

208. Directed Practice IV**three hours**

This is a concentrated three 40-hour week course in which the student will practice all skills acquired thus far in the two-year program under the supervision of a directed practice supervisor and the faculty clinical coordinator, including admission procedures; record assembly, analysis and maintenance; coding and indexing or abstracting; statistical reports, vital statistics reporting; release of information; microfilming, transcription;

tumor registry; utilization review; audit/quality assurance; committee meetings and management skills. Forty hours per week. PR: MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, and 207. Spring Semester.

209. Seminar two hours

The seminar will use various methods to integrate all content areas of medical records. Use of guest speakers will be expanded in this course to enable the student to gain better insight into specific areas of the work field. PR: All MRT classes. Spring Semester.

Military Science

(Division of Social Science)

Basic Phase Courses — No uniform or haircut requirements

105. Military Science I Part A two hours

This basic introductory course will cover the organization and development of the United States Army and Army ROTC; basic leadership concepts; general military subjects, including first aid, map reading and United States Army equipment. Rappelling is offered as an optional personal enrichment subject. PR: Freshmen or sophomore standing or consent.

106. Military Science I Part B two hours

The discussion will involve the role of the United States in world events, policies and traditions in peace and war; continued instruction in leadership fundamentals and general military subjects, including further study of first aid and map reading. Optional personal enrichment subjects will include rappelling and visits to army installations. PR: Freshmen or sophomore standing or consent.

107. Military Science II Part A two hours

This course involves a more in-depth study of leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. Instruction will be provided in basic military skills such as drill and ceremonies and land navigation. PR: Freshmen or sophomore standing or consent.

108. Military Science II Part B two hours

Intermediate-level instruction is provided in fundamentals of leadership and management with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. Further instruction is provided in basic military skills. PR: Freshmen or sophomore standing or consent.

199. Special Topics in Military Science one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by instructor and approved by the division head.

Advanced Phase Courses — Commitment to Military Science Obligation

211. Military Science III Part A three hours

This course examines the requirements for military training and the psychological and technical aspects of effective instruction, as well as the military career system and the occupational specialties options available. Practical leadership training activities such as drill and ceremony and physical training (which also provides required physical conditioning) is included. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MS I and II course completion; or prior military service; or completion of basic training, or Basic ROTC Summer Camp attendance and consent of instructor; or instructor's consent under the alternate Entry Option Program.

212. Military Science III Part B**three hours**

Race relations/drug abuse and alcohol seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics; further practical leadership training is provided by activities such as drill and ceremony and physical training (which also provides required physical conditioning); students are prepared for Advanced Camp. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 or consent.

213. Military Science IV Part A**three hours**

This course stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. Practical leadership training is stressed by participation in and evaluation of activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 and 212.

214. Military Science IV Part B**three hours**

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy, military history, and world affairs is examined. Practical leadership training involves taking part in and evaluating activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211, 212 and 213.

Music

(Division of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

- a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See Music Department Handbook for applied requirements, recitals, and applied levels.
- b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.
- c. Two-hour credit applied music courses require two one-half lessons per week or one hour lesson per week plus two hours daily practice.
- d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

101. Concerts, Recitals, and Seminars**No Credit**

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters)**one-two hours**

The program of study will be fitted to the individual needs of the subject. Acceptance of the student will be the prerogative of the instructor.

105. Piano Class I-II**one hour**

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters)**one-two hours**

See description under Music 103. Students must consult with instructor for section placement on the first day of classes.

- 108. Beginning Theory (on demand) two hours**
This course is designed for beginning music students who need additional background in theory.
- 109. Theory, Comprehensive four hours**
This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.
- 110. Theory, Comprehensive four hours**
A continuation of Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.
- 139. Voice Class I (first semester) one hour**
Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester.
- 141.* Voice I-IV; 341. Voice I-IV (last four semesters) one-two hours**
Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.
- 167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters) one hour**
A select touring choir.
- 168. Marching Band I-II; 368. Marching Band I-II (last two years) two hours**
Open to students who play a band instrument or have the necessary skills to participate in one of the auxiliary units such as flags, rifles, or twirlers. The Marching Band performs at all home football games during the fall semester and at various marching band activities such as parades and festivals. Fall Semester.
- 169. Concert Band I-II; 369. Concert Band I-II (last two years) one hour**
Open to all students who can play a band instrument. Students study and perform a wide variety of band literature. Spring Semester.
- 170. Laboratory, Band and Orchestra No Credit**
This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Required of students enrolled in Music 211, 213, 215, and 217.
- 171. Laboratory Band and Orchestra one hour**
This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Beginning and intermediate instrumental method books will be reviewed. A continuation of 170.
- 172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra I-IV (last four semesters) one hour**
Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.
- 173. Symphonic Choir I-IV; 373. Symphonic Choir I-IV (last four semesters) one hour**
Open to all students. This course is designed to present a study of choral literature and administration through participation.
- 174. Men's Varsity Glee Club I-IV; 374. Men's Varsity Glee Club I-IV (last four semesters) one hour**
A performance group open to all men of the college community. Literature selected from various styles, including pop, show tunes, folk and religious. Performances for college and community functions. Non-audition. (Not to be used for major performance participation credit in any music degree program.)

Individual Instruction in Band and Orchestral Instruments:

- 177.* **Percussion I-IV; 377. Percussion I-IV (last four semesters)** one-two hours
- 179.* **Saxophone I-IV; 379. Saxophone I-IV (last four semesters)** one-two hours
- 181.* **Flute I-IV; 381. Flute I-IV (last four semesters)** one-two hours
- 183.* **Clarinet I-IV; 383. Clarinet I-IV (last four semesters)** one-two hours
- 185.* **Oboe I-IV; 385. Oboe I-IV (last four semesters)** one-two hours
- 187.* **Bassoon I-IV; 387. Bassoon I-IV (last four semesters)** one-two hours
- 189.* **Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters)** one-two hours
- 191.* **Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters)** one-two hours
- 193.* **French Horn I-IV; 393. French Horn I-IV (last four semesters)** one-two hours
- 195.* **Trombone I-IV; 395. Trombone I-IV (last four semesters)** one-two hours
- 197.* **Tuba I-IV; 397. Tuba I-IV (last four semesters)** one-two hours
199. **Special Topics in Music** one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

- 200.* **Violin I-IV; 300. Violin I-IV (last four semesters)** one-two hours
- 201.* **Viola I-IV; 301. Viola I-IV (last four semesters)** one-two hours
- 202.* **Cello I-IV; 302. Cello I-IV (last four semesters)** one-two hours
- 204.* **Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters)** one-two hours
205. **Music Appreciation** two hours

A general music course that serves as an introduction to both traditional and modern styles in music. Students are encouraged to develop their own perspectives, talents, and critical skills by means of aural and visual recordings of great composers of the western world, of the traditions of non-western musics and new music techniques.

206. Music Appreciation for Majors three hours

The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.

207. Beginning Recorder two hours

An introduction to music through learning to play the recorder. Performance goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.

209. Theory Comprehensive four hours

Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.

210. Theory, Comprehensive four hours

Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.

- 211. String Class I; 411. String Class II** **one hour**
This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.
- 213. Brass Class I; 413. Brass Class II** **one hour**
This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Spring Semester.
- 215. Woodwind Class I; 415. Woodwind Class II** **one hour**
This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Fall Semester.
- 217. Percussion Class 1; 417. Percussion Class II** **one hour**
Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.
- 231. Elementary Music I (K-3)** **three hours**
This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Required for all elementary teachers. Fall Semester.
- 232. Elementary Music II (4-8)** **three hours**
This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.
- 245. Fundamentals of Conducting** **two hours**
This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: 109. Spring Semester.
- 247. Stage Band** **one hour**
This course is open to advanced instrumental students. It is designed to give students an opportunity to rehearse and perform big band jazz and jazz-rock literature under faculty direction. PR: Audition or admission at the discretion of the director.
- 249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV** **one hour**
Open to advanced woodwind students. Includes various Woodwind ensembles. (Last four semesters.) PR: Audition.
- 251. Instrumental Repair and Maintenance I** **two hours**
A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.
- 275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters)** **one hour**
Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.
- 277. Chamber Choir I-IV; 477. Chamber Choir I-IV (last four semesters)** **one hour**
Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.
- 279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters)** **one hour**
Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

309. Orchestration.

A survey of the technical abilities and limitations of the instruments of the orchestra and band with an emphasis on the practical fundamentals of score preparation.

310. Counterpoint (on demand)**two hours**

A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand)**two hours**

A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

312. Composition (on demand)**two hours**

This course is designed to teach, through the study of various types of music; a basic and accepted approach to creative composition. PR: 209.

313. Music History: Music Before 1750**three hours**

The development of musical styles from the Medieval era through the death of J.S. Bach and G. F. Handel. PR: Music 209, 206 or permission of instructor. Fall Semester.

314. Music History: Music Since 1750**three hours**

The development of musical styles from the pre-classic era to the musical techniques of present day. PR: Music 209, 206 or permission of instructor. Spring Semester.

320. Techniques of Keyboard Accompanying**one hour**

A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. Sight-reading, transposition, and various technical exercises will also be covered. Recommended for piano majors. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6**two hours**

Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.

347. Advanced Conducting**two hours**

This course is a continuation of the techniques studied in Music 245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: 245. Fall Semester.

376. Civilization—A Personal View**three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

425. Marching Band Techniques**two hours**

This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

429. Instrumental Methods, Materials and Administration**two hours**

Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245. Fall Semester.

430. Choral Methods, Materials, and Administration**two hours**

Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.

431. Methods and Materials in Teaching Music, 7-12**three hours**

Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. To be taken during the Initial Performance Practicum. Fall Semester. PR: 328, 429, 430.

- 432. Choral Workshop (on demand) two hours**
Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.
- 433. Instrumental Workshop (on demand) two hours**
Offered to upgrade instrumental teaching techniques and administration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.
- 434. Composition Workshop (on demand) two hours**
Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.
- 435. Music Production Workshop one-three hours**
A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.
- 437. Area Studies in Music Literature I-III one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 438. Area Studies in Music Literature I-III one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 439. Area Studies in Music Literature I-III one-three hours**
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.
- 440. Senior Recital one hour**
(See FSC Music Bulletin Supplement). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.
- 442. and 443. Theory Workshop (on demand) two-three hours**
Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit—maximum 6 hours.
- 444. and 445. Elementary Workshop (on demand) two-three hours**
Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit—maximum 6 hours.

Nursing

(Division of Science and Mathematics/Health Careers)

- Nursing 101. Fundamentals of Nursing six hours**
This course is designed to introduce the beginning student to the nursing process and its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the application of skills related to basic needs and life processes. PR: Admission to the nursing program. Taken concurrently with Biology 170, Home Economics 110, and Allied Health 106. (4 hours class, 6 hours lab.) Fall Semester.
- Nursing 102. Transition for Licensed Practical Nurses two hours**
This course introduces the concepts and processes essential to nursing practice. A major focus is on nursing role and role transition from licensed nurse to registered nurse. Role theory, personal beliefs, and values are emphasized. PR: The student must be enrolled in the Associate Degree Nursing Program at Fairmont State College and be a Licensed Practical Nurse or a graduate of a practical nursing program.

Nursing 103. Medical-Surgical Nursing**eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, development, sensori-motor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized patients will enable the student to develop understanding and to acquire skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills required in prerequisite courses. (4 hours class, 10 hours lab.) PR: Nursing 101, Home Economics 110, Biology 170, Allied Health 106. Biology 205 concurrently. Spring Semester.

Nursing 104. Medical-Surgical Nursing for LPN's**four hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals to promote and attain health. Emphasis is placed on the life processes: protective function, development, sensorimotor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses. Clinical laboratory experiences will not be required. PR: Nursing 101 or credit, HEC 220, Biology 170, and AH 106. Biology 205 and Nursing 102 concurrently.

Nursing 120. Psychiatric Nursing**six hours**

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 5-week course offered in the summer. (9 hours class, 12 hours lab.) PR: Nursing 103, Psychology 101. Summer.

Nursing 199. Special Topics in Nursing**one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

Nursing 202. Medical-Surgical Nursing**eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, elimination and protective function. The other life processes are considered as they apply throughout the course. Selected laboratory experiences caring for hospitalized patients and individuals in community agencies will enable the student to acquire knowledge and skill related to content being studied and the student's individual needs. (4 hours class, 10 hours lab.) PR: Nursing 103, Nursing 120. Fall Semester.

Nursing 204. Trends in Nursing**two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on Legal Rights and Responsibilities and ethical decision-making. PR: Nursing 120. Fall Semester.

Nursing 205. Maternity Nursing**five hours**

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in local clinics.

Experiences in labor and delivery, and immediate postpartal and neonatal care are provided in a hospital setting. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Nursing 206. Nursing of Children

five hours

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Nursing 220. Health Assessment

four hours

This course is designed to develop skill in assessment of the child and adult client's health status with application to the nursing process. Principles from the physical, biological, and social sciences are incorporated throughout the course. Faculty supervised campus laboratory and clinical experiences in selected health care settings are employed to validate skill. (2 hours lecture, 4 hours lab) PR: Admission to the BSN Nursing major, Psychology 330.

Nursing 250. Professional Nursing Concepts

three hours

This course is designed to assist the registered nurse in exploring concepts, theories, and issues relevant to professional nursing. Areas explored include theories of nursing, beliefs, assumptions and values of the nurse client relationship, socialization to the professional nursing role, health and health care delivery systems, and the process of nursing. PR: Registered nurse status and admission to the BSN Program.

Nursing 299. Special Topics in Nursing

one-twelve hours

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Nursing 300. Complex Nursing Situations

four hours

This course focuses on developing critical thinking and decision making skills essential for complex nursing situations. The clinical component will provide opportunity for application of these skills in a variety of nursing situations. PR: Nursing 220, 250.

Nursing 399. Special Topics in Nursing

one-twelve hours

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives.

Nursing 400. Research in Nursing Practice

two hours

This course analyzes the scientific process with emphasis on its application to nursing. Emphasis is placed on developing an understanding of the logical process of research, reasoning, and the scientific inquiry necessary to carry out studies of nursing interest. PR: Psychology 240, Nursing 320, 330.

Nursing 410. Community Health Nursing

six hours

This course focuses on the theories and principles underlying current community health nursing practice. Emphasis is placed on the client and family including appropriate nursing intervention for individuals, families, and groups in outpatient settings and in the home. Content includes application of the nursing process to community based intervention in health teaching, health maintenance and promotion, and utilization of community resources. (4 hours lecture, 4 hours lab) PR: Nursing 320, Allied Health 301.

Nursing 430. Leadership and Management in Nursing Practice

three hours

This course explores theories of leadership and management as they relate to nursing and health care. Consideration is given to strategies appropriate for the individual and group in the practice setting. Influences and dynamics of change as they affect the quality of health care are explored. PR: Management 308, Allied Health 301, Nursing 410.

Nursing 440. Nursing Practicum**seven hours**

This course assists students in the integration of theory and practice as they approach completion of the nursing major. Students may choose a clinical area for advanced clinical practice under faculty guidance. Emphasis is placed on synthesis of previously learned concepts and skills as students carry out nursing activities. Goals include development of autonomy in nursing practice, skill in clinical decision-making and judgment, and development of beginning leadership skills in nursing practice. PR: Management 308, Allied Health 301, Nursing 410.

Nursing 499. Special Topics in Nursing**one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives.

Office Administration

(Division of Commerce)

100. Microcomputer Keyboarding**three hours**

This course is designed to teach the touch control method of the alpha/numeric keyboard for the typewriter and microcomputer, as well as the ten-key numeric keypad. This course is open to all students. Attainment of 30 wpm is required. Graded Credit/No Credit.

101. Beginning Typewriting**two hours**

This is a beginning course teaching the fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. This course is for those who have had no previous typewriting training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting/Keyboarding**three hours**

This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms on an electronic typewriters. PR: OAdm 101, consent of instructor or high school typing courses. One hour lecture, four hours lab per week.

104. Introduction to Microcomputers**three hours**

This course provides an introduction to microcomputers by using the IBM PC. The course, which involves three lecture hours per week, teaches students the basic skills necessary to input data. The training on the microcomputer includes learning the significance of control keys and key combinations. Students will also learn necessary skills for inputting data through the use of a word processing program, a spreadsheet program, and a database management program. This course is open to all students. PR: OAD 100 or 101, consent of instructor or high school typing courses.

199. Special Topics in Office Administration**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Alphabetic Shorthand for Notetaking and Study Skills**three hours**

This course is designed to teach students the principles and theory of abbreviated writing for notetaking and study skills. Emphasis is on theory, brief forms, reading/writing, summarizing and synthesizing, and paraphrasing. What's worth noting, taking textbook notes, and improving study habits will also be stressed. This course is for students who have had no previous training or for those whose skills are inadequate. Three hours lecture per week.

201. Shorthand Theory **three hours**

This course is designed to teach students the principles and theory of Gregg Shorthand. Emphasis is on theory, shorthand symbol information, and reading. Spelling, punctuation, and sentence structure are stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Shorthand I **three hours**

A complete review of brief forms and derivatives is included in this course. Emphasis is on writing of shorthand at a minimum of 40 to 70 words per minute. Spelling, punctuation, sentence structure, and producing mailable transcripts are stressed. PR: OAdm 201 or one year of high school shorthand and/or Department Placement Test. Three hours of lecture and one hour of lab per week are required.

204. Secretarial Accounting **three hours**

This course is designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. Included in this course is a practice set that is completed using computer applications.

205. Shorthand II **three hours**

A review of the principles of Gregg Shorthand is given. Emphasis is on the writing of shorthand at 60 to 90 words per minute and reproducing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. Sustained dictation and transcription are emphasized. PR: OAdm 202 or two years of high school shorthand and/or Department Placement Test. Three hours of lecture and one hour of lab per week are required.

206. Shorthand III **three hours**

This course is a continuation of OAdm 205. Emphasis is on executive, medical, and legal dictation at 80 to 100 words per minute, increasing transcription accuracy, and producing mailable transcripts. Integration of vocational vocabulary through theory and sustained dictation is also included. Three hours of lecture and one hour lab per week are required. PR: OAdm 205.

211. Advanced Typewriting/Keyboarding **three hours**

This course is a continuation of OAdm. 102. Students will prepare various types of business documents including those prepared in executive, accounting, professional, and government offices. Production skills and decision-making abilities are emphasized. PR: OAdm 102. One hour lecture, four hours lab per week.

230. Introduction to Word Processing **three hours**

This course will provide an introduction for the non-major in Office Administration as well as a familiarization course for those individuals who have little or no experience with computers. The course will present opportunities to explore microcomputer operations, computer software, and word processing applications and will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. Three hours lecture and discussion per week. This course is an elective and cannot be used as a substitute for OAdm 231. PR: OAdm 100, 101 or consent of instructor or high school typing courses.

231. Principles of Word Processing **three hours**

This course will provide instruction in word processing theory, concepts, and procedures, as well as practical training and development of proficiency in the operation of the IBM microcomputer using WordPerfect 5.1. PR: OAdm. 102 and 251 or simultaneous enrollment.

232. Word Processing Applications **three hours**

The course will provide advanced applications on the IBM microcomputer using WordPerfect 5.1 with emphasis on formulating standard documents and printing on various types of printers. PR: OAdm 231.

233. Electronic Records Management**three hours**

This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software.

234. Word Processing Transcription**three hours**

This course is a review of punctuation, proofreading, spelling and vocabulary development as major points of emphasis in training students to become proficient machine transcriptionists. Students use a desktop transcribing machine to create and edit documents on electronic equipment. PR: OAdm 231 or simultaneous enrollment.

235. Word Processing Management**three hours**

This is a course designed to modify and improve the procedures, equipment, and environment of a work/formation processing system. Students will explore the concepts of selecting the vendors, preparing the users, developing and evaluating the staff, planning work-flow procedures and providing an in-depth study of ergonomics as it pertains to an office environment. PR: OAD 231.

236. Word Processing Practicum**two hours**

In this course students will spend six hours per week per semester in the word processing lab. Duties will include providing limited assistance with equipment operations, controlling software, and securing laboratory equipment. The students will meet on an arranged basis with the instructor's in charge to discuss problems. PR: OAD 231.

237. Word Processing Directed Office Experience**two hours**

This course will offer realistic office experience where previously learned word processing skills can be integrated with decision-making skills and human relations skills. Students will be assigned to a work station for a total of 140 hours of supervised office work. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment with the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours and should plan to take this course their junior year. PR: OAD 231.

240. General Office Procedures**three hours**

This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, handling conferences, and travel arrangements, office machines — including calculators, transcribers and reprographic equipment. PR: OAdm 102.

241. Specialized Office Procedures**three hours**

As a continuation of OAdm. 240, this course is designed to further coordinate previously acquired skills. A survey of executive, legal, and medical office professions are presented with case studies related to problems and procedures of these career paths. Simulations will be provided in each student's area of specialization utilizing electronic equipment. PR: OAdm. 211 (may be taken simultaneously) and OAdm. 240.

242. Directed Office Experience**two hours**

A practical course with actual experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in

college; the B.A. or B.S. majors should plan to take this course their junior year. PR: OAdm. 211, 205, or 240, 2.0 average in major, minor, and overall, i.e., for all work attempted.

251. Business Communication

three hours

This course concentrates on the principles of writing effective business communications, including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of job-related communications such as résumés and letters of application will also be covered. In addition, the use of modern technology for business communications will be discussed, and the business applications of the concepts of oral and non-verbal communication will be introduced.

310. Supervising Office Systems Personnel

three hours

This course is designed to train students already skilled in basic office operations to become effective and efficient supervisors. Emphasis will be placed on the basic elements of supervision in relation to an office environment as well as the exploration of various techniques available for effective training and supervision of employees in an office setting. Some of the topics to be covered will be training office employees for productivity, discussion of office climate and its relationship to employee productivity, discipline in the office, examining attitudes of supervisors and the degree of influence they have in relation to office employees.

*Note: For other courses related to this subject matter area, refer to the section entitled Business Education.

Philosophy

(Division of Social Science)

199. Special Topics in Philosophy

one-twelve hours

The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy

three hours

A survey of the principal problems arising out of man's attempts to organize his experience and direct his existence.

250. Great Philosophers

three hours

A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century.

300. Introduction to Logic and Philosophical Analysis

three hours

Problems and techniques of systematic thinking about philosophical ideas. Subjects include: epistemological theory, basic techniques of inductive and deductive reasoning, the nature and use of definitions, the identification of fallacies, and the effective use of factual, hypothetical, and theoretical statements.

325. Ethics

three hours

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems.

350. Comparative Religion

three hours

Description and analysis of the philosophical systems underlying the major religions of the world.

375. Philosophy of History

three hours

(Credit in either philosophy or European history.) A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience.

400. Seminar

three hours

Research and reading for advanced students.

Physical Education

(Division of Education/Health, Physical Education, Recreation and Safety)

100. Basic Physical Education one hour

Analysis and application of the rules, boundaries, strategies and psychomotor skills characteristics of a variety of sport forms are examined. The course is offered in eight-week sessions.

101. Basic Physiological Conditioning-Health one hour

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

102. Weight Training-Lifting one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. The course is offered in eight-week sessions.

110. Archery one hour

The analysis and application of the rules, psychomotor skills, and safety aspects of the lifetime sport of archery are studied. This course is offered in eight-week sessions.

112. Badminton one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of badminton are studied. This course is offered in eight-week sessions.

114. Bowling one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of bowling are studied. This course is offered in eight-week sessions.

116. Casting and Angling one hour

The analysis and application of the psychomotor skills and the safety aspects of the individual sport of casting and angling are studied. This course is offered in eight-week sessions.

120. Basketball (Beginning) one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

121. Introductory Seminar in Educational Sport two hours

Knowledge, skills, values, and trends characteristic of sport and current professional endeavors are surveyed.

124. Volleyball one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of volleyball are studied. This course is offered in eight-week sessions.

126. Tennis (Beginning) one hour

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

130. Flag Football one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

140. Golf one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

- 142. Handball** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of handball are studied. This course is offered in eight-week sessions.
- 144. Racquetball** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.
- 150. Gymnastics-Apparatus** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-apparatus are studied. This course is offered in eight-week sessions.
- 152. Gymnastics-Tumbling** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-tumbling are studied. This course is offered in eight-week sessions.
- 160. Soccer** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of soccer are studied. This course is offered in eight-week sessions.
- 162. Softball** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.
- 164. Speedball** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of speedball are studied. This course is offered in eight-week sessions.
- 170. Wrestling** **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of wrestling are studied. This course is offered in eight-week sessions.
- 199. Special Topics in Physical Education** **one-twelve hours**
Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.
- 211. Anatomy and Physiology** **four hours**
The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.
- 212. Physiology of Exercise** **three hours**
The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.
- 222. Foundations of Education Sport** **two hour**
Historical, physiological, psychological and sociological aspects of sport and physical activity are explored. PR: Physical Education 121.
- 223. Evaluation of Instruction in Sport** **three hours**
The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness. PR: Physical Education 222.
- 231. Early Psychomotor Activities** **two hours**
The analysis and application of the psychomotor skills and patterns characteristic of sport lead-up games and the dance are examined. PR: Physical Education 121.

- 232. Basic Aquatics** **two hours**
The knowledge and skills necessary to become proficient and safe in or on the water are introduced. PR: Physical Education 121. (Does not apply to Recreation Minor.)
- 233. Advanced Aquatics-Lifesaving** **two hours**
Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifesaving techniques. PR: Physical Education 211 or Consent of instructor. (Does not apply to Recreation Minor.)
- 234. Individual and Dual Sports** **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: badminton, tennis, racquetball, track, running, strength training, fishing and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)
- 235. Team Sports — Men's Regulations** **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: football, soccer, baseball, volleyball, speedball, and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)
- 236. Team Sports — Women's Regulations** **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, speedball, volleyball, softball, flag football, field hockey, soccer and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)
- 237. Gymnastics — Men's Regulations** **two hours**
Knowledge and skills specific to the men's gymnastic events of floor exercise, still rings, vaulting, pommel horse and parallel bars are introduced.
- 238. Gymnastics/Modern Dance — Women's Regulations** **two hours**
Knowledge and skills specific to the women's gymnastic events of floor exercise, vaulting, uneven bars and balance beam are introduced. Practical experience is presented in the area of axial, locomotor, and composition techniques of modern dance.
- 245. Gymnastics** **two hours**
Knowledge and skills specific to the competitive events of floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced.
- 313. Biomechanics** **three hours**
Biomechanics is the study and analysis of humans in motion, including the structures that are responsible for motion and the forces that influence human motion. PR: PE 211.
- 318. Sport Social Psychology** **three hours**
Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101, Physical Education 222.
- 324. Educational Sport** **three hours**
Philosophical, development and organizational factors essential for the modification of sport as an education medium are examined. PR: Physical Education 222 and 223.
- 325. Psychomotor Analysis Lab** **three hours**
Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 231 and 324.
- 326. Early Psychomotor Development** **two hours**
An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.
- 339. Teaching of Gymnastics** **three hours**
The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.

- 341. Adapted Physical Education** **three hours**
Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.
- 342. Field Experience in Adapted Physical Education** **two-four hours**
Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.
- 353. Field Experience in Sport Coaching** **two-four hours**
Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program.
- 354. Sports Officiating** **two hours**
This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.
- 355. Scientific Foundations of Sport Coaching** **four hours**
The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.
- 356. Administration and Coaching of Sport** **three hours**
Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.
- 357. Medical-Legal Aspects of Sport Coaching** **two hours**
Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.
- 358. Techniques of Sport Coaching** **six hours**
Sport skill techniques in combination with the theoretical aspects of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.
- 365. Activities in Outdoor Education** **one-three hours**
Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.
- 366. Field Experience in Outdoor Education** **one-three hours**
Extended outdoor educational experiences including Appalachian Trail, river canoe-camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.
- 371. Principles of Athletic Training** **three hours**
Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.
- 372. Field Experience in Athletic Training** **two-four hours**
Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.
- 381. Water Safety Instructors** **two hours**
The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.

382. Springboard Diving and Aquatic Games**two hours**

Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.

431. Methods and Materials in Teaching Physical Education**three hours**

This course is a study and discussion of methods and curriculum of teaching physical education. Materials and techniques appropriate for all grade levels are examined.

450. Advanced Sport**one hour**

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(Division of Science and Mathematics/Health Careers)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology**two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy**two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have credit for Physics 202, Astronomy.

102. Chemistry**two hours**

The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.

103. Geology**two hours**

The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.

104. Physics**two hours**

A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.

105. History of Physical Science**two hours**

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure is investigated.

199. Special Topics in Physical Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. General Physical Science**three hours**

Two hours of lecture and one two-hour laboratory assignments. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. *For Elementary Education majors only.*

202. General Physical Science**three hours**

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. *For Elementary Education majors only.*

412. Science in the Elementary School**two hours**

This course is designed to prepare pre-service elementary school teachers to teach science in the elementary school. The students will develop and teach a science lesson to elementary school children in the Science Enrichment Program. They will become familiar with elementary science curriculum, science teaching resources, test construction, classroom management skills, and will develop an instructional unit. PR: Phys. Sci. 201 and 202 and Bio. 101 and 102 or 103. This course should be taken the semester prior to the I.P.P.

431. Methods and Materials in Teaching Science**three hours**

The course is designed for students preparing to teach science at the middle or secondary school level. Students will develop and teach a science lesson to junior high school children in the Science Enrichment Program. They will become familiar with science curriculum in the middle and secondary schools, science teaching resources, test construction, classroom management skills, and will develop an instruction unit. Offered only second semester of each year.

Physics

(Division of Science and Mathematics/Health Careers)

101. Introduction to Physics**four hours**

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 112 or 115.

102. Introduction to Physics**four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

199. Special Topics in Physics**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics**two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy**three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics**four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifiers principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics**three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics**three hours**

A continuation of 320.

340. Special Problems**two hours**

Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102; Math 116.

350. Mathematical Methods of Physics**three hours**

This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics**three hours**

A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation. Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics**three hours**

A continuation of Physics 420.

Political Science

(Division of Social Science)

103. American Government**three hours**

A survey of the American political system dealing with the form and function of the American federal system.

199. Special Topics in Political Science**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Political Science**three hours**

A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

201. Principles of International Relations**three hours**

A study designed to acquaint the student with the theory and practice of international relations.

203. Comparative Government**three hours**

A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

204. Introduction to Public Administration**three hours**

An introductory study of the origins, structures, and processes of government administration.

205. State and Local Government**three hours**

A study of the structure and function of American state and local governments.

206. Public Planning in Appalachia**three hours**

A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

- 207. Public Budgeting and Government Finance** **three hours**
A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.
- 209. Special Topics** **three hours**
A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.
- 240. Nonparametric Statistics** **three hours**
Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)
- 301. Comparative Public Administration** **three hours**
Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.
- 303. Political Parties** **three hours**
A study of the origins, growth, and development of American political parties.
PR: 103.
- 304. American Constitutional Government and Law** **three hours**
A study of the development interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: 103.
- 305. American Political Theory** **three hours**
A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.
- 306. The American Presidency** **three hours**
This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.
- 308. Public Personnel Administration** **three hours**
An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.
- 310. Recent Political Theory** **three hours**
An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.
- 321. U.S. Foreign Policy** **three hours**
A study of U.S. foreign policy formulation and of policies by areas and functions.
PR: 103.
- 350. International Law and Organization** **three hours**
A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.
- 360. Government and Politics of the Far East** **three hours**
A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. Future Global Crises**three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Technology or Psychology)

404. Civil Liberties in the U.S.**three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

405. Terrorism**three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Political Science or Criminal Justice.)

406. International Problems**three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government**three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies**three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum**three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.

470. Seminar in Political Science**three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology

(Division of Social Science)

General Program

101. Introduction to Psychology I**three hours**

Topics include: Psychology as a science, statistics, learning, motivation, emotion, social, abnormal personality, and developmental psychology.

102. Introduction to Psychology II**three hours**

Topics include: physiology, sensation, perception, social, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.

199. Special Topics in Psychology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

- 210. Personal Adjustment** **three hours**
A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustments and the development of healthy individual adjustment modes. PR: Psychology 101.
- 220. History of Psychology** **three hours**
Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.
- 230. Social Psychology (Same as Sociology 230)** **three hours**
A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.
- 240. Statistics** **four hours**
Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.
- 250. Community Psychology** **three hours**
Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.
- 260. Industrial and Personnel Psychology** **three hours**
Psychological concepts and methods as applied to personnel management, human-factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.
- 300. Abnormal** **three hours**
A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101.
- 310. Experimental** **three hours**
An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 240.
- 320. Sensation and Perception** **three hours**
An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102.
- 330. Developmental** **three hours**
A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Home Economics 330. PR: Psychology 101.
- 340. Operant Techniques and Applications** **three hours**
A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, or consent of instructor.
- 350. Physiological** **three hours**
Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.
- 360. Human Learning** **three hours**
The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, or consent of instructor.

370. Theories of Learning**three hours**

A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102.

390. Foundations of Psychology**three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101.

393. Future Global Crises**three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Technology)

400. Psychological Assessment**three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: Psychology 101 and 240 or consent of instructor.

410. Theories of Personality**three hours**

Critical consideration of the major theories of personality, including Freudian, neo-Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102.

420. Comparative-Ethological Psychology**three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogenetic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102 or consent of instructor.

460. Seminar**three hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each semester. Results from individual research projects are an object of this course. PR: Consent of instructor. **May be repeated once.**

480. Directed Studies**variable credit
one, two, three hours**

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

490. Directed Research**variable credit
one, two, three hours**

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

Industrial-Personnel Program**481. Industrial Psychology, Methods I****three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 240, 260, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours****489. Practicum II** **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 330, or consent of instructor.

494. Interpersonal Dynamics **three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 100, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency **three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I **three hours****498. Clinical Practicum II** **three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(Division of Education/Health, Physical Education, Recreation, and Safety)

141. Introduction to Recreation **three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic move-

ment affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation

three hours

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, campus, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation

three hours

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership

three hours

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization

three hours

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance

two hours

The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation

two hours

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I

two hours

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served. PR: Recreation 141, 144, and 145.

155. Recreation Field Work II

two hours

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position. The course is a continuation of Recreation 154.

199. Special Topics in Recreation

one-twelve hours

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration

three hours

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration

three hours

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(Division of Education/Health, Physical Education, Recreation, and Safety)

- 101. First Aid** **two hours**
 Instruction is related to preparedness for emergencies and disasters prevalent in our society and will include treatment of injuries and other emergency conditions.
- 199. Special Topics in Safety** **one-twelve hours**
 Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free elective credits in degree and certificate programs.
- 200. Accident Analysis and Emergency Care** **two hours**
 Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)
- 203. General Safety Education** **three hours**
 The student will become acquainted with the purpose and need of safety education as an integral component of the overall education program. The teaching and planning of a safety program and the legal aspects involved are emphasized.

Social Science

(Division of Social Science)

- 199. Special Topics in Social Science** **one-twelve hours**
 Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.
- 431. Methods and Materials of Teaching Social Studies** **two hours**
 Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. (Included as part of the Initial Performance Practicum.) Spring semester only.
- 499. Interdisciplinary Seminar** **three hours**
 Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: History 107, 108, 111, 112, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor. Fall semester only.

Sociology

(Division of Social Science)

- 110. Introductory Sociology** **three hours**
 The course is built around selected sociological concepts to provide a general understanding of our modern society.
- 199. Special Topics in Sociology** **one-twelve hours**
 Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits will be applicable as free electives in degree and certificate programs.
- 200. Social Problems** **three hours**
 A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

- 210. Introduction to Contemporary Human Services** **three hours**
This is a study of the human service field. The course will include historical and theoretical perspectives, target populations and services, workers and careers, and current issues and proposed solutions.
- 230. Social Psychology** **three hours**
A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.
- 240. Nonparametric Statistics** **three hours**
Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)
- 300. Human Behavior and Social Environment** **three hours**
A study will be made of biological, cultural psychological, and social aspects of human behavior. This course will emphasize how these aspects are integrated, especially in the context of children and family systems.
- 301. Anthropology** **three hours**
A study of human biological and social origins, including human prehistory, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110.
- 302. Intervention Skills in Human Service Practice** **three hours**
An assessment will be made of client system needs as well as a systematic study of problems, intervention strategies, and outcome goals. Student awareness of the different sizes and types of client systems will be emphasized.
- 310. Sociology of the Family** **three hours**
A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.
- 325. Social Stratification** **three hours**
The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.
- 330. Urban Sociology** **three hours**
A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.
- 340. Juvenile Delinquency** **three hours**
A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.
- 380. Afro-American History and Culture** **three hours**
A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)
- 381. Blacks in America: 1865 to the Present** **three hours**
An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)
- 400. Policy and Planning in Human Services** **three hours**
This course involves a study of the policy making process, which includes problem analysis, program design, implementation, and feedback. The substantive issues concerning equality will be addressed throughout the semester.

- 410. Industrial Sociology** **three hours**
A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.
- 430. Community Organization** **three hours**
A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.
- 450. Minority Groups** **three hours**
A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.
- 460. Methods of Social Research** **three hours**
This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 200.
- 461. Advanced Methodology** **three hours**
This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.
- 470. Sociological Theory** **three hours**
A study of the historical development of modern sociological thought. PR: Consent of instructor.
- 471. Advanced Sociological Theory: A Critical Review** **three hours**
An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.
- 485. Practicum** **six hours**
An examination will be made of the human service agency through an educationally directed, supervised field experience. PR: Consent.
- 490. Seminar: Sociological Literature** **three hours**
A course designed to use original sources and publications not primarily used as texts. PR: Soc. 470 or consent of instructor.
- 491. Seminar: Sociological Literature** **one to three hours**
A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.
- 492. Seminar: Sociological Literature** **one to three hours**
A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.
- 497. Seminar: Special Problems in Sociology** **one to three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.
- 498. Seminar: Special Problems in Sociology** **one to three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.
- 499. Seminar: Special Problems in Sociology** **three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(Division of Language and Literature)

101. Elementary Spanish I **three hours**

The students will practice the pronunciation of the Spanish language and will learn the basic grammar as they develop skills in reading, speaking, understanding and writing.

102. Elementary Spanish II **three hours**

This course is a continuation of Spanish 101. PR: Spanish 101 or one year of high school Spanish.

199. Special Topics in Spanish **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate Spanish I **three hours**

The students will review Spanish grammar and will develop competence in the four basic skills with emphasis on rapid reading. PR: Spanish 101 and 102 or two years of high school Spanish.

202. Intermediate Spanish II **three hours**

This class is a continuation of Spanish 201. PR: Spanish 201.

310. Spanish Civilization and Culture **three hours**

The students will study the life, civilization, and culture of Spain through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

320. Latin American Civilization and Culture **three hours**

The students will study the life, civilization, and culture of Latin American through extensive reading, use of A-V material, writing and class discussion. PR: Spanish 201 and 202 or consent of the instructor.

Speech Communication

(Division of Fine Arts)

100. Introduction to Speech Communication **three hours**

An introduction to the elements involved in human communication, dealing with theory and practice as they relate to intrapersonal, interpersonal, small and large group communication situations. Required for B.A. and B.S. degrees.

103. Listening Skills **one hour**

This course focuses on the foundation techniques—behavioral, attitudinal and cognitive—which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

105. Voice and Diction **three hours**

Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement **three hours**

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science **three hours**

An introduction to the scientific basis for speech and hearing.

153. **Phonetics** **three hours**
A study of the phonetic characteristics in normal and deviant speech production.
154. **Anatomy of the Speech and Hearing Mechanism** **three hours**
A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system.
170. **Broadcast Production Processes** **three hours**
An introduction to the theory and practice of basic radio and television production operations; audio/video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Fall semester only.
171. **Introduction to Broadcasting** **two hours**
Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.
173. **Radio/Television Production** **four hours**
The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. This course is taught alternate semesters.
199. **Special Topics in Speech Communication** **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit—3 hrs. per semester.
215. **Non-Verbal Communication** **two hours**
A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester.
219. **Language in Speech Communication** **three hours**
A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100 or consent. Spring Semester.
221. **Classroom Communication** **three hours**
As an introduction to principles and practices of effective oral communication for the classroom teacher, all study and practice in this class is directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all B.A. in Education students.
231. **Small Group Communication** **three hours**
A study of communication in a small group context with emphasis on the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester.
235. **Interpersonal Communication** **three hours**
A study of communication in dyadic settings with an emphasis on increasing awareness and understanding of the theories, concepts and principles related to human interaction. Focus is placed on improving skills in interpersonal communication. Fall Semester. PR: SPCH 100.
241. **Argumentation and Debate** **three hours**
A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester.

249. Intercollegiate Debate I-IV**one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing**three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring semester.

271. Broadcast Practicum**two hours**

Designed to provide laboratory experience in b/w and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum**two hours**

A continuation of 271.

303. Listening: Theory and Practice**three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught fall semesters.

337. Persuasive Communication**two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. PR: Speech Communication 100 or 221 or consent. Fall Semester.

345. Oratory**one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in development of persuasive manuscript speeches for competition. PR: 337 or consent. Spring Semester.

361. Speaking for Business and Professionals**three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. PR: Speech Communication 100 or consent.

369. Communication in Organizations**three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. PR: Speech Communication 100 or consent. Alternate spring semesters.

421. Extemporaneous Speaking**one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 337 or consent.

431. Methods and Materials in Teaching Speech Communication and Theatre**three hours**

Philosophy, methods, and materials of teaching speech communication and theatre and of directing the speech communication and theatre co-curricular and extra-curricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Fall Semester.

439. Public Speaking Practicum I-VIII**one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. maximum credit in any semester is one hour. PR: Speech Communication 337 and/or consent.

449. Intercollegiate Debate I-IV**one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction**three hours**

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

469. Seminar in Ethical and Legal Issues of Communication**three hours**

The course will investigate the thinking of ethical philosophers such as Socrates, Plato, Quintillian, Bacon, Mills, Toulmin, Burke, et al. to explore the issue of ethical communication. Topics such as lying and deception, communicator responsibility for message effects, persuasion, manipulation and propaganda will be discussed. The course will continue through a study of the legal issues of communication in the United States beginning with the First Amendment to the Constitution and considering topics such as protected and unprotected speech, censorship, regulation of time, place and manner of speaking, defamation and the regulation of the broadcast media. Fall Semester.

491. Directed Study in Speech Communication**one-four hours**

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of division chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(Division of Technology/Home Economics)

Avionics**AV 100. Introduction to Aviation****three hours**

This course introduces the student to the federal regulatory systems and technical publications, aircraft nomenclature, theory of flight weight and balance, and materials used in aircraft maintenance.

AV 200. Electronic Flight Management Systems**three hours**

This course introduces the student to the principles of operation of various Flight Management Systems including: auto-pilot, automatic test equipment (BITE), EICAS, and on-board flight management computers.

AV 202. Instrument Landing Systems**three hours**

This course introduces the student to the theory of operation, troubleshooting and operational checks of instrument landing systems.

AV 204. Aircraft Navigation Systems**three hours**

This course focuses on flight navigation equipment used in modern aircraft. The course will introduce the student to the operating principles, components and troubleshooting procedures for navigation systems.

AV 206. Aircraft Communication Systems**three hours**

This course introduces the student to the theory of operation and "Black Box" level maintenance of airborne communications equipment including VHF/HF radios, antennas, interphones, P.A. systems and passenger entertainment systems.

AV 208. Avionics Maintenance Practices **two hours**

This course introduces the Avionics student to the fundamentals of aircraft maintenance with the emphasis on developing manipulative skills.

AV 209. Aircraft Radar **two hours**

This course introduces the student to the principles and troubleshooting of aircraft radar systems. Receiving transmitter and display screen circuits are covered.

AV 210. FCC License Preparation **two hours**

This course prepares the student to successfully complete the Federal Communication Commission's General Radio-Telephone License.

Aviation**AP 101. Introduction to Aviation Maintenance** **three hours**

A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements.

AP 102. Aircraft Basic Science **three hours**

A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements.

AP 103. Aviation Shop Practices **three hours**

A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements.

AP 104. Aircraft Electrical Systems **three hours**

This is an indepth study of electrical theory, systems, and components. Topics include basic electricity, airframe electrical systems and engine electrical systems. Meets FAR 147 requirements.

AP 105. Aircraft Utility Systems **three hours**

This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Meets FAR 147 requirements.

AP 106. Aircraft Information System **three hours**

This is a study of the communication, navigation, and instrument systems of the aircraft and engine. PR: AP 101, 102, 103, 104 or permission from the instructor. Meets FAR 147 requirements.

AP 201. Reciprocating Engines and System **three hours**

This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction, and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 202. Aircraft Sheet Metal Structures **three hours**

This course covers all aspects of sheet metal structures and aircraft welding. A strong emphasis is placed on the hands-on skills. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 203. Reciprocating Engine Maintenance and Return to Service **five hours**

This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AP 101, 102, 103, 201, or permission from the instructor. Meets FAR 147 requirements.

AP 204. Propeller Systems **three hours**

A detailed study of propellers, their components, operation and maintenance. PR: AP 101, 102, 103, 201 or permission from the instructor. Must be taken concurrently with AP 203. Meets FAR 147 requirements.

AP 205. Turbine Engines and Systems**three hours**

A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 206. Aircraft Fluid Power and Landing Gear Systems**three hours**

A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes the study of airliner systems. PR: AP 101, 102, 103, 104, or permission from the instructor. Meets FAR 147 requirements.

AP 207. Turbine Engine Maintenance and Inspection**three hours**

This course emphasizes the hands-on maintenance, overhaul, repair, troubleshooting, and inspection of turbine engines and their systems. PR: AP 101, 102, 103, 205, or permission from the instructor. Meets FAR 147 requirements.

AP 208. Cabin Atmosphere Control Systems**three hours**

This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AP 101, 102, 103, 104, or permission from the instructor. Meets FAR 147 requirements.

AP 209. Aircraft Flight Control Systems**three hours**

A detailed study of aircraft control surfaces to include operation, assembly and rigging. Airframe inspection procedures is also covered. PR: AP 101, 102, 103, 104, 105, or permission from the instructor. Meets FAR 147 requirements.

AP 210. Non Metallic Structures**three hours**

A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 211. Helicopter Fundamentals**three hours**

A study of helicopter aerodynamics, assembly, rigging systems and components. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

Technology**TEC 100. Technology and Society****two hours**

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: None.

TEC 199. Special Topics**one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 201. Production I**three hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. The emphasis will be on the development of basic skills in a variety of material areas. PR: None

TEC 202. Transportation I**three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TEC 203. Manufacturing I**three hours**

This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research & Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: DRF 100 and either WOD 100 (Technology Education majors) or MFG 210 (Manufacturing Engineering Technology majors).

TEC 204. Construction**three hours**

This course deals with an introduction to the inputs, processes, and outputs of the construction system. The methodology of this course will involve students with selected structural design and analysis, structural engineering, personnel relations, financial affairs, and structural production processes which are used by humans to construct building structures, non-building structures (bridges, tunnels, dams, etc.) and transportation structures/surfaces. This course is designed to provide teacher education majors with an overall view of the construction system that can be applied to middle school and high school classroom situations. The primary methodology in this course is structural model building and testing. PR: WOD 100, Co-requisite: DRF 100.

TEC 250. History of Technology**three hours**

A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TEC 260. Crafts**two hours**

The student is encouraged to explore, experiment, and create with a variety of materials and processes. PR: None.

TEC 290. Engineering Analysis I**four hours**

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing. Math 101 and 102 with a final grade of "C" or better in each course and at least nine credits of technology courses.

TEC 299. Special Topics**one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II**four hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290 with a final grade of "C" or better.

TEC 301. Communication**three hours**

This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: GCT 100.

TEC 302. Manufacturing II**three hours**

This course deals with the analysis of the inputs, processes, and outputs of the manufacturing system. The methodology of this class is to simulate the organization and operation of a manufacturing corporation. Students will elect a board of directors, a company president, and organize departments in research and development, industrial relations, finance, production, and marketing. The class will design and engineer a college level product, plan for mass-production of the product, finance the production of the product through common stock sales or other financial means, mass-produce the product, and market the product in the school or local community. PR: TEC 203.

TEC 303. Transportation II**three hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system—past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 202.

TEC 310. Man and Technology**three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

- TEC 320. Elementary School Technology** **two hours**
The laboratory experiences derived from the technology of the home, community, and world analogous to the lower intermediate, and upper elementary grades. A variety of materials, tools, and processes are utilized as each student develops his own ideas. Emphasis is also placed upon the organization and administration of such a program. PR: None.
- TEC 393. Future Global Crises** **three hours**
A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Psychology) PR: Junior standing.
- TEC 399. Special Topics** **one-three hours**
A study of special topics of educational, technical or industrial concern. PR: Consent.
- TEC 400. Work Experience Seminar** **four hours**
A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology sophomore standing or consent.
- TEC 401. Work Experience Laboratory** **eight hours**
On the job work experience including employer evaluation.
- TEC 410. Guided Design Seminar** **one-four hours**
A seminar in design or research in selected areas of engineering or home economics. PR: Consent.
- TEC 431. Methods and Materials for Teaching Industrial Arts** **two hours**
A course in which the particular problems and techniques of teaching industrial arts are dealt with. Emphasis is given to the special methods of handling demonstrations, use of special teaching aids and other related problems unique to industrial arts. PR: EDUC 303, TEC 301, TEC 302, TEC 303.
- TEC 450. Multiple Activities** **three hours**
A lecture/laboratory course designed to aid the industrial arts teacher in the organization and administration of the laboratory and operationalize concepts inherent in teaching the multiple activities. PR: TEC 301, TEC 302, TEC 303.
- TEC 499. Special Topics** **one-three hours**
A study of special topics of educational, technical, or industrial concern. PR: Consent.
- ARC 200. Graphics** **three hours**
This course is an introduction to architectural presentation drawings. The course emphasizes rendering techniques and perspective drawing. PR: DRF 215.
- ARC 210. Design I** **four hours**
Introduction to basic principles of architectural design. Areas to be explored include: design theory, methods and processes; presentation drawing techniques; fundamentals of model making; and the application of the above to actual design projects. PR: ARC 230, DRF 215.
- ARC 230. Architectural History I** **three hours**
This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.
- ARC 250. Design II** **four hours**
This course is a continuation of architectural design, with an introduction to architectural programming and continued exploration of design methods and principles. PR: ARC 210.
- ARC 260. Architectural History II** **three hours**
This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARC 230.

ARC 310. Construction Details**four hours**

This course is an exploration of the relationship between building design and the working drawings in the context of an architectural office setting. PR: ARC 410, CIV 220.

ARC 320. Site Planning**two hours**

This course covers analyzing a site and optimizing the relationship of a building to its site, taking into account the buildings program and the natural environment. PR: CIV 200, ARC 250.

ARC 400. Design III**four hours**

This course is an architectural design studio emphasizing design principles and design process. The course emphasizes the relationship of architectural design to the urban context. PR: ARC 250.

ARC 410. Design IV**four hours**

This course is an architectural design studio concentrating on the design development process. The course emphasizes the interrelationship of design concepts and building technology. PR: ARC 400.

ARC 420. Urban Design**three hours**

An introduction to urban site planning and the application of basic principles to an urban context. Areas of study will include problems of commercial redevelopment and housing. PR: ARC 250, ARC 260.

ARC 430. Mechanical and Electrical Systems**three hours**

Introduction to the design of mechanical and electrical systems. PR: ARC 250.

ARC 450. Design V**four hours**

An advanced architectural design studio. Emphasis is placed upon design theory. Issues such as historical precedent, building technology, architecture's social impact and its meaning are explored. PR: ARC 410.

ARC 460. Design VI**four hours**

An independent architectural design studio. Each class member, under the direction of a faculty advisor, organizes and executes a project according to his or her own interests and objectives. PR: ARC 410 and permission of department.

CIV 200. Surveying I**four hours**

An emphasis on field work with theory of the measurement of linear distances, proper notekeeping, leveling procedures, measurement of horizontal and vertical angles, stadia, and elementary mapping. Also includes bearing, azimuths, and traverse calculations including rectangular coordinates. PR: DRF 100, Math 101.

CIV 210. Light Construction**four hours**

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. PR: None.

CIV 220. Construction Materials and Methods**three hours**

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIV 210, Math 102.

CIV 230. Construction, Estimating**three hours**

Planning and estimating techniques of various types of construction projects including critical path, scheduling, inspection and various on-site considerations. Also includes contracts, bidding, and specifications as they affect the contractor and engineer. PR: CIV 220, C.S. 101, Econ 200.

CIV 240. Surveying II**four hours**

A continuation of Surveying I including tape/transit surveys, mapping, area calculation, topographic mapping, construction staking and procedures as well as photograms. Also includes curve stakeout, cut and fill calculations and principles of land surveying PR: CIV 200, CS 101.

CIV 300. Highway Design and Transportation **three hours**

This course includes basic transportation theory as well as particular highway design aspects such as route survey, terrain, drainage, bridge design, pavement types, alignment grades and field-office work. PR: TEC 300, CIV 220, CIV 240.

CIV 305. Hydraulics **three hours**

Introduction to basic hydraulic theory including hydrostatics, the flow of liquids in pipes and open channels using common design equations, and hydrologic theory and practice. PR: CS 101, Co-requisite: TEC 290, Physics 101.

CIV 310. Structural Analysis **three hours**

The analysis of concrete, steel and timber beams, columns, tension members, including riveted, high strength bolted and welded connections. Includes shear, moments, deflections in statically determinant and indeterminate structures. PR: MEC 200, TEC 300, C.S. 101.

CIV 340. Soil Mechanics **three hours**

Continuation of CIV 220, Construction Materials and Methods. Review of soil identification and soil testing procedures covered in CIV 220. Introduction to soil behavior and response including seepage, effective stress, shear strength, consolidation, and bearing capacity of soils. PR: MEC 200, CIV 220, 305.

CIV 350. Foundations Design **three hours**

Basic soil mechanics including stress and failure modes, hydrostatic forces; retaining wall and foundation design. PR: CIV 220, CIV 310.

CIV 420. Construction Management **three hours**

Introduction to construction management. Topics include construction planning and scheduling, economics, contracts, administration, health and safety, productivity, and performance. PR: CS 101, CIV 220, MFG 300.

CIV 430. Advanced Surveying Problems **three hours**

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Design **three hours**

A continuation of CIV 310 with more in-depth design of reinforced concrete and steel structures. PR: CIV 310.

CIV 460. Water and Wastewater Systems **three hours**

Theories and practices in water and wastewater treatment, natural water quality, and advanced hydraulics. PR: Chem 101, CIV 260, or instructor permission.

DRF 100. Engineering Graphics **three hours**

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multiview and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration **three hours**

An introduction to convey information as to the shape, size and function of an object. Areas include technical sketches and drawings, illustrations for parts catalogues as well as exploded view drawings. Content areas include: obliques, perspectives, isometrics, airbrush and shading techniques. PR: DRF 100.

DRF 215. Architectural Drafting **four hours**

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100.

DRF 225. Descriptive Geometry**two hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 100, C.S. 101.

DRF 235. Technical Drafting**three hours**

This course covers advanced drafting/ design techniques such as pen and ink, and computer graphics. Study will include industrial detail drawing, electrical/electronic drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRF 100, C.S. 101.

DRF 245. Architectural Design**two hours**

As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings. PR: DRF 215.

DRF 255. Tool Design**four hours**

This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRF 100, C.S. 101.

DRF 270. Computer Graphics**three hours**

This is an introductory computer aided drafting (CAD) course. Software routines such as Plot 50, DOS, and AutoCad will be covered. Hardware, including Tektronix and IBM/Houston Instrument Systems will be utilized. In addition to processors, the course will cover the use of digitizers, printers, and plotters. PR: DRF 100, C.S. 101.

ELE 100. Circuit Analysis I**three hours**

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101.

ELE 200. Shop Practices**three hours**

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course.

ELE 210. Circuit Analysis II**three hours**

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100; Co-Requisite: Math 102, C.S. 101.

ELE 215. Basic Transistors**three hours**

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field-effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, ELE 200; Co-Requisite: C.S. 101.

ELE 220. Linear Electronics**three hours**

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics**three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 215.

ELE 240. Industrial Electronics**three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's

and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls **three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100, Math 102.

ELE 260. Communication Systems **three hours**

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers **three hours**

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 280. Programmable Controllers **three hours**

An introduction to programmable controllers and their application to sequential process control. Topics include basic operating characteristics, relays, timers, counters, sequencers, editing, and on-line data control. Practical laboratory experiences will be provided in controller applications, programming, installation, and maintenance. PR: C.S. 101, ELE 230, or consent of instructor.

ELE 300. Advanced Linear Electronics **three hours**

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 240, ELE 260.

ELE 310. Advanced Microcomputer Systems **three hours**

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 260, ELE 270.

ELE 400. Senior Electronics Project **three hours**

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELE 300, ELE 310.

ELE 410. Data Acquisition and Control Systems **four hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 300, ELE 310.

ELE 420. Advanced Communications **three hours**

A continuation of ELE 260. Topics include light wave communication, microwaves and waveguides, digital communication systems, two-way radio operations, and antenna theory and testing. PR: 260, ELE 300, 310, TEC 300.

ELE 430. Linear Feedback Systems **three hours**

A study of linear feedback systems using LaPlace transformers. Topics include network analysis, control systems theory, stability criterion, and compensation techniques. Simulations will be accomplished with both analog and digital computers. PR: ELE 300, TEC 300.

GCT 100. Graphic Communications Processes **three hours**

An introduction to the Graphic arts. The course deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio; planographic, porous, and electrostatic printing methods; continuous tone photography; and basic bindery operations. Experience is gained in each of these areas and in the various phases of production of these methods.

GCT 200. Image Assembly I **three hours**

A basic course in the makeup of copy. Emphasis is placed on composition and typography. Single and multicolor paste-up techniques, forms layout, cropping and scaling

of photographs, and keylining will be investigated. Experience will be gained in introductory electronic composition and single and multicolor film assembly. PR: GCT 100.

GCT 210. Image Transfer Mechanisms I **three hours**

Image carriers such as relief plates, litho plates, gravure plates and photo silkscreen stencils are studied. Experience in the plate making, single and multicolor press operation and bindery operations will be gained. Pressrun problems and introductory press maintenance will be investigated. PR: GCT 200.

GCT 220. Estimating and Cost Analysis **three hours**

An examination of the operations involved in producing graphic materials for the purpose of determining both individual and overall costs will be undertaken. Effective use of press equipment, cost and price determination, and the financial structure of the printing concern will be studied. Both the Franklin catalog and the micro-computer applications will be investigated in regard to estimating. PR: GCT 210.

GCT 230. Layout and Design I **three hours**

Printed materials will be analyzed in terms of design, typestyle, and color. Knowledge of how to prepare art for reproduction and instruct the cameraman will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 240. Graphic Arts Photography **three hours**

A study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posterization, duping, clocking, and duo tones. Time is spent with both press proofing and non-press proofing, and in the area of photo fabrication. PR: GCT 210.

GCT 250. Graphic Communications Practicum **six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry or the college in-house printing facility. Students will gain experience in graphic arts photography, typesetting, platemaking, presswork, and bindery. Two-year and four-year Graphic Communications Technology only. PR: GCT 240.

GCT 260. Practicum Commercial/Graphics **six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program. PR: GCT 220, GCT 230 (Commercial/Graphics only)

GCT 270. Screen Printing Techniques **three credits**

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 300. Basic Photography **three hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, print portrait photography, and photographic ethics.

GCT 310. Advanced Photography **three hours**

A continuation of GCT 300, covering such areas as advanced black and white work large format camera work, and color photography. PR: GCT 300.

GCT 320. Image Assembly II **three hours**

A continuation of GCT 200. The student continues work in image and film assembly. The stripping of flat and process color will be investigated in greater depth. Students will gain experience in more advanced electronic composition and text processing including methods of editing, storage and retrieval. PR: GCT 200.

GCT 330. Layout and Design II **three hours**

A continuation of GCT 230. The student continues work on thumbnail, rough, and final layouts with emphasis on the production of comprehensive final layouts for presentation to the customer. PR: GCT 230.

- GCT 340. Image Transfer Mechanisms II** **three hours**
 A continuation of GCT 210. Single and multicolor presswork is pursued on a more advanced basis. Large offset presses are studied. PR: GCT 210, C.S. 101.
- GCT 410. Printing Techniques** **three hours**
 An opportunity to investigate an area not included in the regular listing of courses in the communications field. It is possible to do a further study of some area previously covered. PR: GCT 230, 240, 300.
- GCT 420. Computer Applications to Graphic Communications** **three hours**
 Development of computer applications to the solutions of graphics production problems such as reduction of waste, inventory control, and cost analysis. Computer type-setting systems and their components are analyzed and their compatibility is investigated. Both commercial and student produced software will be used.
- MFG 205. Engineering Economy** **three hours**
 Techniques of engineering economy as related to cost, design, and selection of materials. PR: MFG 240, Math 102.
- MFG 210. Machine Shop** **three hours**
 Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill saw and other metal working machines with problem solving in layout and machine design. PR: CS 101.
- MFG 240. Manufacturing Processes** **four hours**
 An experience involving basic techniques in manufacturing and fabrication of metal products. The process includes conception of an idea to be placed in experimental and developmental stages and final completion and mass production. This includes the use of the lathe, milling machine, drill press, surface and tool grinder, friction band saw, and the use of precision measuring instruments for layout and design. Special emphasis will be placed upon production safety. PR: MFG 210.
- MFG 250. Personnel Problems and Labor Relations** **three hours**
 A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: None.
- MFG 260. Master Planning** **three hours**
 This course stresses the importance of planning to achieve maximum manufacturing efficiency. It covers development of a production plan, establishment of a master production schedule, translating forecasted and actual demands into factory requirements and evaluation of a master production schedule.
- MFG 265. Materials Requirement Planning** **three hours**
 This course covers the development and execution of a materials requirements plan. This includes the development and utilization of a bill of materials, obtaining and interpreting scheduling data and the selection and implementation of a materials requirements planning system.
- MFG 270. Inventory Control** **three hours**
 This course focuses on the principles, concepts, and techniques for planning and controlling inventory at all stages of the manufacturing and distribution cycle.
- MFG 275. Capacity Management** **three hours**
 This course covers the calculation of the labor, equipment, and capital requirements for production. It includes the calculation of capacity, gathering and interpreting data, analyzing results, and monitoring the enterprises output as a function of current resources.
- MFG 280. Production Activity Control** **three hours**
 This course covers production activity in job shop, repetitive, batch, and continuous manufacturing companies. The course is divided into two parts, "push environments" and "pull environments."
- MFG 285. JIT Manufacturing** **three hours**
 This course considers all activities necessary to make product or services available on time. This includes production control, manufacturing engineering, sales and marketing, purchasing, design engineering, maintenance, and quality control.

MFG 290. Statistical Process Control**three hours**

This course covers the statistical methods used to differentiate between special and common causes of process variation. Process control, capability and charting are also studied. The course concludes with an examination of project evaluation and improvement strategies. PR: PSYCH 240.

MFG 295. Methods Measurement**three hours**

An overview of basic processes used to measure and standardize production methods within a manufacturing enterprise. Topics of study include methods analysis, work sampling, work measurement, predetermined time systems, motion picture/video analysis, principles of motion economy, job evaluation, and job pricing. Laboratory assignments will be conducted with practical experiences. PR: Math 101.

MFG 299. Manufacturing Practicum**four hours**

This course consists of a supervised on-the-job learning/work experience with a cooperating manufacturing company. Students will gain "real world experience" and have an opportunity to apply the competencies they have gained to an actual project. PR: MFG 260, 265, 270, 275, 280, 285 or consent.

MFG 310. Plant Layout and Production Control**two hours**

A study of the economical arrangement of stocks, machines, and layout of aisles for efficient handling of materials and production. PR: MFG 300.

MFG 315. Welding**four hours**

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

MFG 325. Computer Numerical Machine Control/Robotics**three hours**

This course involves a study of basic (level 1) computer numerical control mill and lathe programming, tool path simulation, and machine operation. This course also includes a study of robot topics. Included is a basic study of applications of robots, features of the manipulator and controller, robot programming, robot interfacing, end effectors, and sensors. Hands-on laboratory experiments are designed to reinforce a conceptual understanding of these topics.

MFG 400. Time and Motion, Quality Control**two hours**

Fundamentals of work simplification and motion economy using the techniques of motion and time study for the development of effective methods of production. PR: MFG 250; Co-requisite; MFG 310.

MFG 410. Metallurgy**two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

MFG 415. Advanced Welding**three hours**

This course is involved with pipe welding (electrode) G.M.A.W./M.I.G. (semi-automatic, cored and solid wire), and T.I.G. (tungsten-inert-gas). Methods of producing and fabricating to standard specifications. PR: MFG 200.

MFG 420. Heavy Equipment Fabrication**three hours**

Resistance, gas and electric arc welding and cutting, capabilities and limitations of lathe and milling operations; techniques of materials forming, fabrication and heat treatment. PR: MEC 200, MFG 300, MIN 330 or consent.

MAT 100. Materials and Processes**three hours**

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MEC 100. Statics**three hours**

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar force systems using analytical and graphical methods, PR: Math 101, Co-requisite: C.S. 101.

- MEC 105. Engine Theory** **three-four hours**
A survey of engine design and characteristics. The operation and principle of internal combustion engines and nomenclature, location, and function of stationary and moving parts. PR: None.
- MEC 115. Power Transfer Theory** **three-four hours**
A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials, and other drive mechanisms, as well as direct transfer by air or other fluids. PR: None.
- MEC 125. Integrated Automotive Systems** **two hours**
Introduction into all systems of the automobile. The student will be able to identify components of cooling, intake, ignition, charging, starting systems, etc. PR: None.
- MEC 200. Strength of Materials** **four hours**
The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: MEC 100, Math 102, MAT 100.
- MEC 205. Carburetion and Ignition Theory** **three-four hours**
Methods and principles involved in the flow, metering, atomization, and delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. PR: None.
- MEC 210. Thermodynamics I** **three hours**
A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: Math 102; Co-Requisite: Phys 101, MEC 100.
- MEC 215. Hydraulic and Suspension Systems** **three-four hours**
The theory and practice of suspension and hydraulic systems used in modern vehicles. PR: None.
- MEC 220. Fluid Mechanics** **three hours**
A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: Math 102, MEC 100, MEC 200, MEC 210, TEC 290, or consent of instructor.
- MEC 225. Electrical Systems and Air Conditioning** **three-four hours**
A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator, and air conditioning system. PR: ELE 100.
- MEC 240. Machine Design I** **three hours**
Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, C.S. 101, TEC 290.
- MEC 260. Internal Combustion Engines** **three hours**
A study of engine design and operating characteristics of four cycle, two cycle, Wankel, Diesel, and Sterling engines. Includes nomenclature, location, and function of all parts; calculation of displacement, compression ratio, ideal horsepower, brake horsepower and friction. PR: Physics 101, Math 101.
- MEC 300. Thermodynamics II** **three hours**
A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative; double integration; methods of curve fitting; series expansion; differential equations. PR: MEC 210; Co-Requisite: TEC 300.

MEC 320. Dynamics**three hours**

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse momentum. PR: MEC 100, TEC 290, Physics 101.

MEC 330. Heat Transfer I**three hours**

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, TEC 300, MEC 210, MEC 220.

MEC 340. Heating, Air Conditioning and Ventilation**three hours**

A study of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300.

MEC 350. Numerical Methods**three hours**

A study of numerical methods with application to the formulation and solution of engineering problems. Topics include mathematical modeling, engineering problem solving, roots and equations, curve fitting, numerical integration, and ordinary differential equations. Digital computers and software are used extensively. PR: CS 101, Physics 101, TEC 290.

MEC 400. Mechanical Measurements**three hours**

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 320.

MEC 410. Thermodynamics III**three hours**

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II**three hours**

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory**three hours**

A study of analog, digital and mixed engineering systems; similtude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC 300, MEC 320, MEC 330.

SAF 201. Occupational Safety**three hours**

A basic investigation into OSHA Standards pertaining to general and construction industry. Record keeping and OSHA inspections procedures are included. PR: None.

**SAF 202. Safety Techniques and Practices in
Modern Accident Prevention****three hours**

This class provides an examination of administrative practices, principles, concepts and techniques used by safety practitioners proven to be effective in controlling losses in industry. PR: SAF 201, Math 101.

SAF 210. Disaster Preparedness and Emergency Systems**three hours**

A study of the major elements of disaster and emergencies, including systematic and organized methods of preparedness planning for these events.

- SAF 230. Human Factors in Accident Prevention** **three hours**
Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control. PR: SAF 210, Chem 102, Math 102, Bio 170.
- SAF 250. Safety Legislation and Compliance Operation** **three hours**
Study of federal, state, and local legislation pertinent to today's Safety Movement. PR: SAF 201.
- SAF 260. Fire Prevention and Inspection** **three hours**
This course provides an examination of the chemical requirements for combustion and design of water supply and distribution system for fire protection. Emphasis is placed on fundamental theories, inspection methods, determination of relative hazards and application of codes and standards. PR: Chem 102, SAF 201, Phys 102.
- SAF 301. Introduction to Industrial Hygiene** **three hours**
An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 202, 250; Math 102, Chem 102.
- SAF 302. Industrial Hygiene and Toxicology** **three hours**
This course is a continuation of SAF 301, emphasizing an indepth study of evaluation and control methods dealing with the toxicological effects of contaminants in the workplace. PR: SAF 301.
- SAF 303. Industrial Hygiene Applications and Practices** **four hours**
The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. PR: SAF 302.
- SAF 320. Toxicology** **three hours**
The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.
- SAF 325. Environmental Hazard Control** **three hours**
This class provides a comprehensive study of federal/state regulations and legislation pertaining to the Environmental Protection Agency. Emphasis is placed on the awareness and interaction of the public and industry concerning manufacturing, transportation, disposal and release of hazardous substances. PR: SAF 201, Chem 102.
- SAF 330. Safety and Environmental Law** **three hours**
This course is the study of various legal problems related to the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA). The case study method is used to analyze problems such as cost benefit analysis, cost effectiveness, reproductive hazards, criminal and civil liability, minimum risks, and genetic testing. PR: SAF 301.
- SAF 410. Safety Engineering Design** **three hours**
Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 202, 250, DRF 100, ELE 100, PHYS 102.
- SAF 425. System and Process Safety Engineering** **three hours**
This course involves the application of engineering and management principles, criteria, and techniques to optimize safety of a project, program, or activity. All phases of safety are considered beginning with conception and continuing through design, production, testing, use, and disposal. Hazard analysis and recommendation of effective countermeasures to bring the system to an acceptable state are included. PR: Psyc 240, CS 100, SAF 410.
- SAF 440. Managing and Evaluating Safety Programs** **three hours**
This course is an analysis of safety programs. It isolates components to be included or improved. Topics include safety audits, safety management, coordination and futuristic perspectives related to loss control. PR: SAF 202, 250, 303, 410, Psyc 240.

WOD 100. Wood Technology**three hours**

The theory, application and treatment of woods and hand and machine wood-working. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

WOD 205. Furniture Construction and Design**two hours**

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: WOD 100.

WOD 215. Wood Finishing**three hours**

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: WOD 100.

WOD 225. Cabinet Construction and Design**two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: WOD 205.

WOD 235. Advanced Woods**three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects: PR: WOD 100.

Theatre

(Division of Fine Arts)

100. Theatre Appreciation**two hours**

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements. Fall semester.

110. Introduction to Theatre**two hours**

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Offered on demand. Fall Semester.

114. Body Training and Stage Movement**two hours**

Required of all theatre majors and minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Alternate Spring semesters.

140. Theatrical Production**two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage management.

148. Theatre Workshop I-IV**one-four hours**

Crew work is assigned to Masquers productions and studio theatre productions. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all B.A. majors and minors in Speech Communication and Theatre (Theatre Option) and A.B. in Education with teaching field in Oral communication (grades 5-8, 5-12, or 7-12).

No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 348).

160. Technical Theatre Practicum: Costuming I **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I **one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

168. Technical Theatre Practicum: Sound I **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.

199. Special Topics in Theatre **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit per semester: one hour.

212. Theatrical Makeup **one hour**

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.

220. Oral Interpretation **two hours**

An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. PR: Speech Communication 105 or Speech Communication 107 or consent. Spring Semester.

228. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.

230. Acting **two hours**

Introduction to the theory and practice of fundamental acting techniques for the stage. PR: Theatre 220 or consent. Fall Semester.

238. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in faculty-directed Masquers productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)

244. Introduction to Theatrical Design **three hours**

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Offered spring semester. PR: Consent.

260. Theatre History **three hours**

Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and practitioners of each era. Alternate spring semesters.

- 314. Advanced Theatrical Makeup** **one hour**
Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. PR: 212.
- 326. Advanced Oral Interpretation** **two hours**
A study of the special problems of oral interpretation in the areas of prose, poetry, and dramatic literature. Not a substitute for Theatre 220. PR: Theatre 220 or consent.
- 330. Advanced Acting** **three hours**
Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Alternate spring semesters.
- 336. Directing** **two hours**
Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent. Spring Semester.
- 344. Advanced Theatrical Design** **three hours**
Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Alternate fall semesters.
- 348. Theatre Workshop I-IV** **one-four hours**
Crew work is assigned to Masquers mainstage and/or studio theatre productions. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).
- 350. Children's Drama** **three hours**
A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Alternate Fall Semesters.
- 352. Children's Theatre Practicum** **one hour**
Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.
- 354. Creative Drama Practicum** **one hour**
Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Alternate Spring Semesters.
- 356. Summer Theatre: Rehearsal and Performance** **one-three hours**
Systematic rehearsal and public performance with the Masquers Town and Gown Players (college-community summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.
- 358. Summer Theatre: Production and Management** **one-three hours**
Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (college-community summer theatre). Experiences include set designing and construction, lighting, costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.
- 360. Technical Theatre Practicum: Costuming II** **one hour**
Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 362. Technical Theatre Practicum: Lighting II** **one hour**
Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

- 364. Technical Theatre Practicum: Properties II** **one hour**
 Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 366. Technical Theatre Practicum: Scenic II** **one hour**
 Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 368. Technical Theatre Practicum: Sound II** **one hour**
 Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.
- 390. Scenic and Property Design** **three hours**
 An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.
- 392. Costume History and Design** **three hours**
 History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the present day and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140, or consent. Taught on demand.
- 394. Lighting and Sound Design** **three hours**
 Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.
- 424. Stage Dialects** **one hour**
 An introduction through theory and practice to the major stage dialects including French, British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105 or 107.
- 428. Oral Interpretation Practicum I-IV** **one-four hours**
 Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and or consent.
- 432. Acting Workshop I-IV** **one-eight hours**
 Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.
- 438. Directing Practicum** **one hour**
 Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance and production experience with faculty-directed Masquers Major productions.
- 480. Theatre Business Management and Promotion** **three hours**
 Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.
- 484. Theatre Business Management Practicum** **one-two hours**
 Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Maximum credit earned a semester is one hour. PR: Consent of instructor. Taught on demand.
- 488. Promotion Practicum** **one-two hours**
 Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester: one hour.

490. Directed Study in Theatre**one-four hours**

The student selects directed study in any area of theatre which is not treated in the theatre course offerings. Course designed by student and selected faculty with approval of division chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Technology

(Division of Science and Mathematics/Health Careers)

113. Introduction to Veterinary Technology**three hours**

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program.

114. Breeds and Breeding**two hours**

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

116. Clinical Procedures**five hours**

The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR: VT 113, VT 114, and Biology 170. Spring Semester.

122. Treatment of Diseases**three hours**

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR: VT 113, VT 114 and Biology 170. Spring Semester.

130. Animal Parasitology**three hours**

The life cycle, pathologies and management control techniques of the parasites of the common domestic animals will be studied. The laboratory techniques for diagnosing these parasites will be practiced. Two hours lecture and two hours lab per week. Open to all students. Fall Semester.

199. Special Topics in Veterinary Technology**one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

210. Laboratory Animal Techniques**three hours**

The taxonomy of animals is reviewed. The students will study the care, handling, and restraint of common laboratory animals. Different animals as human disease role models will be covered. An overview of government regulations of research animals and the management of research facilities is presented. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

212. Health Management of Farm Animals**three hours**

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

217. Clinical Laboratory Procedure**four hours**

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VT 271. Fall Semester.

219. Seminar for Veterinary Technicians**two hours**

This course is concurrent and interrelated with VT 272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VT 210, VT 212, VT 217, VT 222.

222. Diseases of Domestic Animals**four hours**

The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxicological diseases of domestic animals will be covered. Four hours lecture per week. PR: VT 271. Fall Semester.

271. Veterinary Preceptorship I**eight hours**

The student spends eight hours a day, four days a week in a veterinary practice for both summer sessions. The student will have the opportunity to function as a member of veterinary practice. The student will be able to apply techniques learned in the classroom. PR: VT 116, VT 122, and Biology 215.

272. Veterinary Preceptorship II**twelve hours**

The student spends eight hours a day, four days a week in a veterinary practice. The student is expected to function as a full member of a veterinary practice. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VT 210, VT 212, VT 217, VT 222.



Directory

State College System Board of Directors

Fairmont State College is a state-supported institution operated under the governance of the State College System Board of Directors. The board consists of twelve members appointed by the governor, by and with the advice and consent of the Senate. There are also five ex-officio members. The Chancellor is the chief executive officer of the board and the chief executive officer of the State College System.

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David Long, Vice-Chairman, Charleston	1997
Patricia Bright, Secretary, Summersville	1995
Earl Hager, Chapmanville	1993
Joseph Marsh, Athens	1993
Joseph Peters, Charleston	1993
Phil Reale, Charleston	1997
Hullett C. Smith, Beckley	1995
Douglas Tanner, Morgantown	1995
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Shawn R. Williams, Clarksburg	1995
Paul Yost, Martinsburg	1993
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Classified Employees Representative (ex-officio)	
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State Superintendent of Schools, Charleston (ex-officio)	

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<i>Assistant to the President</i>	Lois M. Laughlin, M.A.
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AFFIRMATIVE ACTION, <i>Director of</i>	Lois M. Laughlin, M.A.
ATHLETICS, <i>Director of</i>	Colin T. Cameron, M.A.
CAREER SERVICES, <i>Director of</i>	William Bailey, M.A.
COMMUNITY COLLEGE, <i>Vice President for</i>	Paul E. Edwards, Ph.D.
<i>Clarksburg Center, Director of</i>	Blair Montgomery, M.A.
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<i>Assistant Director of</i>	Kaye Widney, B.A.
FOOD SERVICE, <i>Director of</i>	Frank Pulice, Jr., B.A.
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State _____

Zip _____

Telephone No. _____

High School/College Name _____

Address _____

Year & semester you wish to enter FSC _____

I will be entering as a New Student ☐ Transfer Student ☐

Returning Student ☐ Non-Degree Student ☐

Field of interest or study _____

Please send information
concerning

Admission ☐

Housing ☐

Financial Aid ☐

Other _____

(Mail to the above address)

Correspondence Directory

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678

Correspondence should be addressed as
indicated below:

Admissions

For Admissions, catalog
requests, academic credit,
and fee informationRegistrar and Director of Admissions

Administrative and General

College PolicyPresident

Alumni ActivitiesDirector of Alumni Relations

Curricula, Faculty, Instruction,

Summer SessionsVice President for Academic Affairs

College FeesVice President for Administration and Finance

Community College and

Continuing EducationVice President for Community College

Coordinator for Handicapped.....Student Affairs

Coordinator for Multicultural Affairs.....Student Affairs

Guidance and CounselingStudent Affairs

HousingStudent Affairs

PublicityCoordinator of Public Relations

Scholarships, Loan Information, and

Student Employment.....Student Affairs

Section 504

and Title IX CoordinatorAssistant to the President

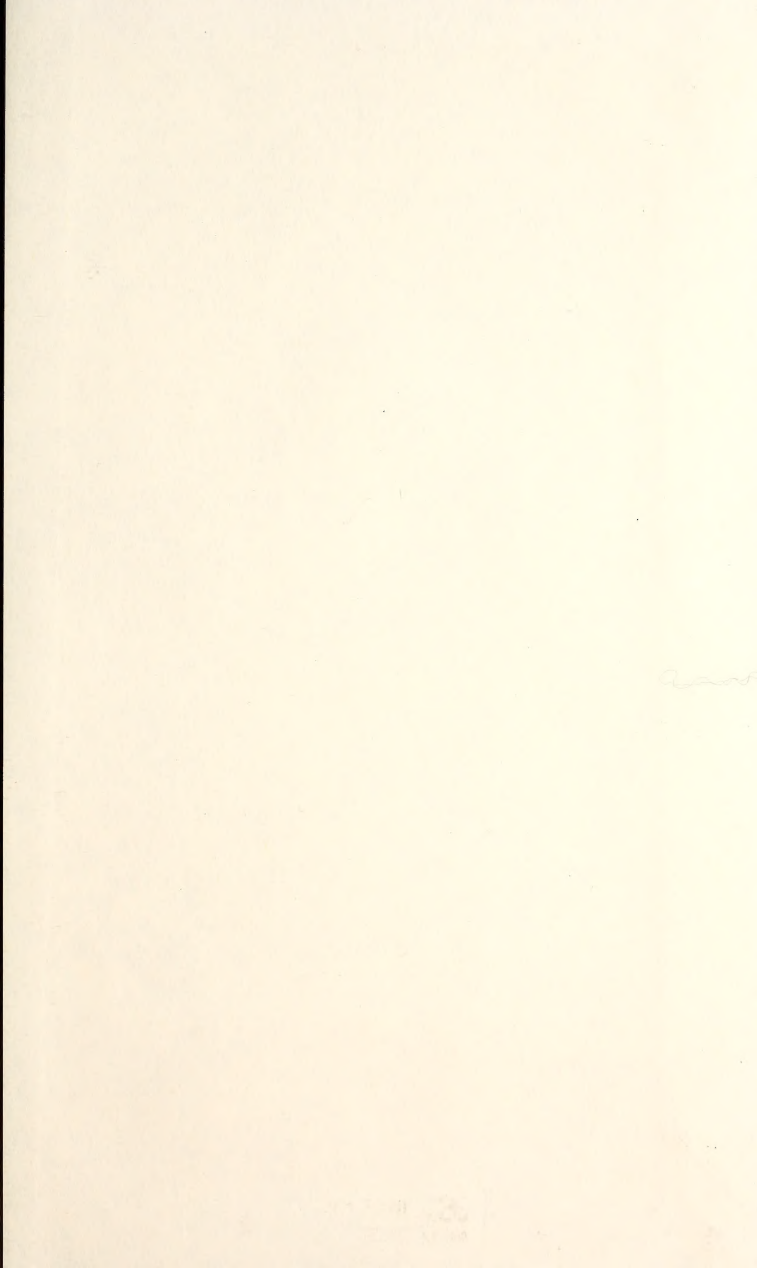
VISITORS

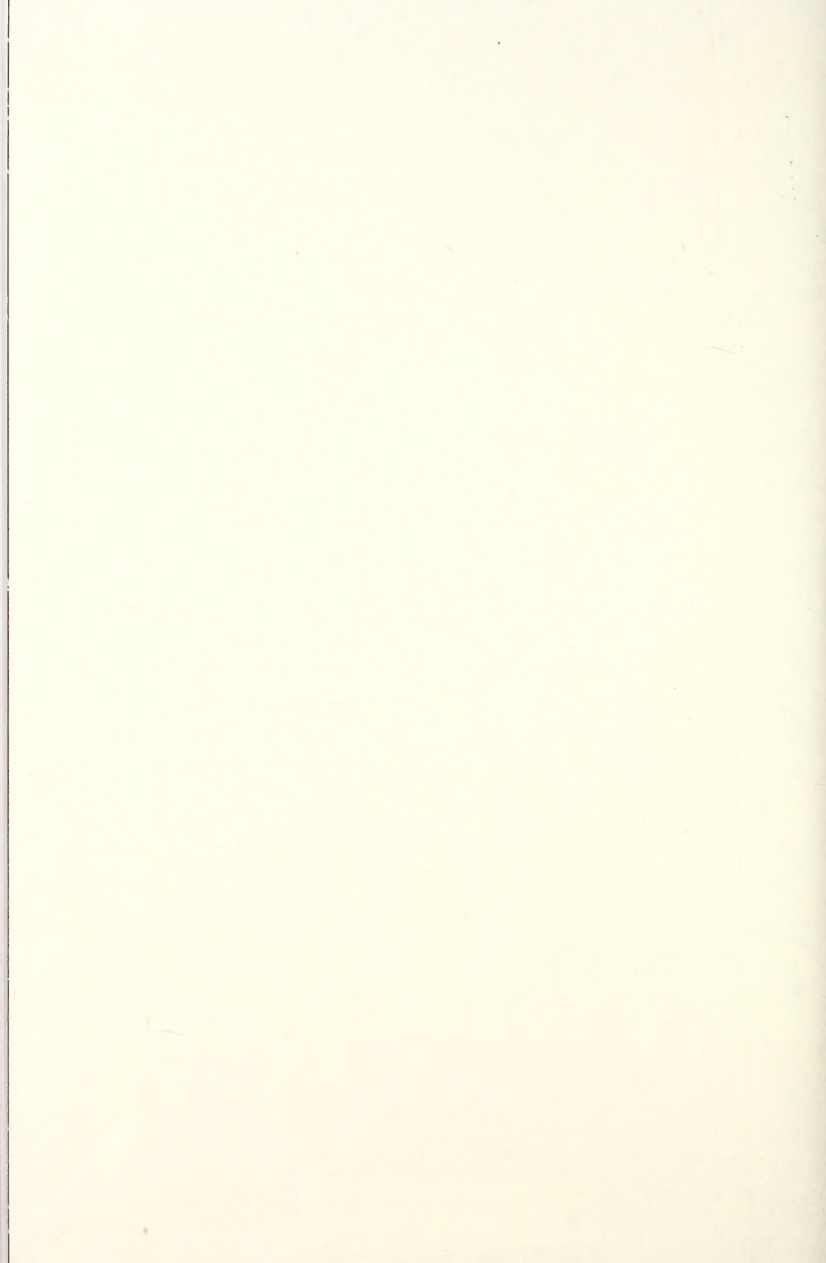
Visitors are always welcome at Fairmont State College. An informal tour of the campus may be arranged for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in Hardway Hall.

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